

## 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:

**Download all files and advancement record**

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

**Eagle Scout Service Project Workbook Proposal (Form 512-927 - current printing)**

- Your service project must be approved by your Eagle Scout Advancement Committee Member before you begin any part of the project.
- Please read through the entire workbook before you begin. This will help you complete your project successfully.
- Begin filling out your workbook. The workbook you downloaded can be saved on your computer and reopened at any time.
- Complete the contact information and proposal portion of the workbook. All sections should be filled in with information or “N/A” if it does not apply.
- Obtain signatures from the project beneficiary, your unit leader and committee before presenting the proposal to the Eagle Scout Advancement Committee Member for their approval and signature. Eagle Scout Advancement Committee Member information is available under the Advancement tab on the Narragansett website, “Eagle Scout Advancement Committee Contact Information” or by calling your Council Service Center.
- If the Eagle Scout Advancement Committee Member does not approve your project proposal, they will provide you with information and options on how to continue.

**Eagle Scout Service Project Workbook Final Plan**

- After your proposal is approved by the Eagle Scout Advancement Committee Member, continue by filling out the Final Plan portion of your workbook. Then you may begin working on the actual project.
- All sections of the Final Plan portion are filled in with information or “N/A” if it does not apply.
- Complete the Eagle Scout Service Project Funding Application if your project involves fundraising. Be sure to obtain all required signatures.
- 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 Eagle Scout Advancement Committee Member that approved your project proposal for help.

**Work your Final Plan and complete your service project**

- 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.
- Complete the Project Report of your workbook after finishing your project.
- Your Final Report will need signatures from the project beneficiary, your unit leader, and yourself.

- Eagle Scout Rank Application (Form 512-728 – current printing)**
  - Fill out the Eagle Scout Rank Application that you downloaded at the start of this process. If possible, complete the fillable PDF versus a handwritten version.
  - Use your “full legal name” (including middle). Do not use initials. (If you do not have a middle name, please state that on a sticky note and place on your application.)
  - Full dates must be used where requested – month, day, year.
  - The dates for you First Class, Star and Life ranks must be your actual Board of Review date, not the date of your Court of Honor.
  - There **must** be **at least 4 months** between First Class and Star rank.
  - There **must** be **at least 6 months** between Star and Life Rank.
  - Requirement #2 asks for names of individuals including a religious reference. If you do not have a religious leader you must list the person most responsible for your religious instruction, possibly your parents.
    - All references must be filled in, with the exception of “Employer” if you are unemployed. (If unemployed, mark N/A)
    - All addresses must be complete with city, state and zip code.
    - Letters of Recommendation: The Unit Chairperson or Eagle Scout Candidate requests letters of reference (*everyone listed on the application that is not a parent; unless parent is also listed as religious reference*) 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. (If you have multiple Scouts in the process of earning Eagle please ask references to write the Scouts name on the outside of the envelope.) Visit [www.nnjbsa.org/trailtoeagle](http://www.nnjbsa.org/trailtoeagle) for reference letter request forms.
  - Requirement #3: No merit badges should have a date earlier than your joining date.
    - Make sure you fill in the unit number where you earned each merit badge.
    - For merit badge numbers 7, 8 and 10; cross out the badges not used.
  - Requirement #4: You must have served six months in (one or more) position(s) of responsibility since earning your Life Rank as listed on application. List of approved positions of responsibility is listed under Requirement 4 on Eagle Scout Rank Application. Start date cannot be prior to Life Scout board of review. Positions must have an end date but not a date in future.
  - Requirement #5: Project name, date projected finished and grand total of hours on application should match information listed in workbook.
  - Include a statement of your ambitions and life purpose, an Eagle Scout Rank application requirement. Also, include listing of positions held that demonstrate leadership and any honors and awards received during this service.
  - The application is signed and dated by you, your unit leader and committee chair.
- 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**
  - Completed and signed Eagle Scout Rank Application.
  - Completed Eagle Scout Service Project Workbook. Include pictures and other documentation.
  - A statement of your ambitions and life purpose.
  - All reference letters.

**The Northern New Jersey Council will review the paperwork**

1. Verify all signatures are there and all requirements have been met.
2. Verify all advancement records and merit badge dates match the Council record.  
Please note: Council will revise dates on application to match our Council records. If you are adamant our records are incorrect, please send an advancement report signed by your unit leader to correct.
3. Verify joined Scouting date.
4. Verify leadership positions held as a Life Scout.
5. Review Eagle Scout Service Project Workbook – check that all boxes are filled in and all signatures obtained.
6. Confirm reference letters included.
7. Notify the Eagle Scout Advancement Committee Member that the paperwork is ready for your Board of Review

When everything is completed by the Council processor your packet will be sent to the Eagle Scout Advancement Committee Member 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.”

We wish you continued success as you take these pinnacle steps of your Scouting journey. Northern New Jersey Council staff is here to support you as well as your service area volunteer.