

Eagle Application Submission Guidelines Lighthouse District

Step 1: Scout fills out the Eagle Application

The Eagle applicant must download and use the most current version of the BSA Eagle Application from the CT Yankee Council website www.ctyankee.org/program/advancement/eagleprocess. The Troop Advancement or Eagle Coordinator should work with the Eagle applicant to fill out the Eagle application. The Coordinator should check all dates for rank and merit badge completion against the troop records. Troop records should match rank advancement cards and merit badge blue cards.

References should be asked at this time to write letters of recommendation using the Lighthouse District Eagle Scout Recommendation Letter form (available on the Lighthouse District Advancement page of the CT Yankee Council website www.ctyankee.org/districts/lighthouse/adv/scoutadv/).

The Scout's religious leader should write the religious reference. If the Scout has no formal religious affiliation, the Scout's parents are the Scout's reference to affirm that the Scout upholds the religious principles of Scouting. Although not required, the Scout may also attach a personal statement of belief if the Scout chooses.

The Scout must complete Requirement 6 on the Eagle application prior to the Board of Review. It does not have to be long, but must include the following:

a statement of his ambitions, life purpose and plans for the next 5-10 years, what impact Scouting has had and will continue to have on the Scout's life, a complete listing of positions the Scout held in his religious institution, school, camp, community or other organizations in which the Scout demonstrated leadership skills. Also, include honors and awards received during this service including those received outside of Scouting.

Step 2: Council verifies Eagle Application (dates, requirements, signatures, etc.)

The troop is responsible for submitting the completed Eagle application to the CT Yankee Council Registrar. *Submit only the application.* Do not send in the Requirement 6 write-up! Make a copy of the application for safekeeping and then put the original application in an envelope addressed to the CT Yankee Council Registrar and mark it as 'Eagle application.' The application can be mailed or hand-delivered to the front desk at the Council office.

The Council office will check for completeness of all information and that all dates on the application match their records - the 2 must be the same). If discrepancies are found, the Registrar will contact the District Advancement Chair who then will notify the Troop Advancement Chair or Eagle Coordinator. The troop will need to work directly with the Council Registrar to resolve the problems.

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One to two weeks should be allotted for the Registrar to verify the application. When the verification is complete, the application will be mailed to the District Advancement Chair.

Step 3: Eagle Board of Review is conducted

When the District Advancement Chair receives the verified application, the District Advancement Chair or designee will call the troop's Advancement Coordinator, Eagle Coordinator, Scoutmaster, or Troop Committee Chair to set up the Board of Review's time and place.

It is the Troop's responsibility to provide at least two – but no more than four – additional members of the board. A member does not have to be a registered Scouter, but should be familiar with the Scouting program. **Remember – the Scout's Scoutmaster, Assistant Scoutmasters, relatives, legal guardians, and parents CANNOT be members of the Board of Review. The Scout or his parent(s) or guardian(s) shall have no part in selecting any Board of Review members**

For the Board, the Scout should be dressed in full dress uniform. If wearing the uniform is impractical for whatever reason, the Scout should be clean and neat in appearance and dressed appropriately, according to his means. The Scout is to bring with him the original signed Eagle Scout Service Project Workbook and Requirement 6 (life goals and list of awards received).

The District Advancement Chair or designee will bring the letters of recommendation. The Troop Advancement Coordinator should bring either the Advancement Report from TroopMaster or a blank BSA Advancement Report to be used for Board signatures.

If, after the Board, all members agree that the Scout has earned the Eagle rank, they will sign the advancement report and Eagle application. The District Advancement Chair or designee will forward the application and signed Advancement Report to the CT Yankee Council Registrar. If all members do not agree, only the candidate or the candidate's parent or guardian may appeal the decision to the Local Council.

Step 4: Council and BSA National review Eagle Application

The Council Registrar will forward the Eagle application to the CT Yankee Council Executive for signature. The signed application then is sent from the Council office to the National BSA office in Texas. If no problems are found, the National office returns the approved application to the CT Yankee Council Registrar.

Step 5: Council Registrar notifies District and District notifies Troop

The Registrar notifies the District Advancement Chair who then contacts the troop Advancement Chair, Eagle Coordinator or Scoutmaster. The Eagle application, presentation kit, and certificate are to be picked up by a member of the troop in the Scout Shop at the CT Yankee Council office.

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At least 4-to 6 weeks should be expected between the Board of Review and the return of the application to the Council office. **DO NOT SCHEDULE THE EAGLE COURT OF HONOR UNTIL NOTIFIED THE EAGLE KIT CAN BE PICKED UP IN THE SCOUT SHOP!**

If you have any questions, please contact a member of the Lighthouse District Advancement Committee!