

## Eagle Application Submission Guidelines Lighthouse District

### **Step 1: Scout fills out the Eagle Application**

The Eagle Candidate *must* download and use the *most current fill-in* version of the BSA Eagle Application from the CT Yankee Council website or from the National Council website. *The Eagle Application must be typed using the fill-in capabilities of the 'PDF' document downloaded!*

[www.ctyankee.org/program/advancement/eagleprocess](http://www.ctyankee.org/program/advancement/eagleprocess)

<http://www.scouting.org/scoutsources/BoyScouts/AdvancementandAwards/resources.aspx>

The Troop Advancement Chair or Project Coach should work with the Eagle Candidate to fill out the Eagle application. *The Troop's Advancement Chair / Eagle Project Coach must check all dates for rank and merit badge completion against the troop records and the Internet Advancement "Member Unit Advancement Summary Report". The Troop records and the Internet Advancement "Member Unit Advancement Summary Report" must 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/](http://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.

### **Step 2: District Eagle Project Reviewer verifies all paperwork (pre-submission)**

The Troop Advancement Chair will call the Eagle Candidate's previously assigned District Advancement Eagle Project Reviewer to set up the Pre-Submission review **after the Troop Advancement Chair is satisfied the Eagle Scout Candidate's Application and other paperwork were reviewed by the Troop and are ready for the Pre-Submission Review.**

The Eagle Candidate, the Troop's Advancement Chair and Eagle Project Coach will meet with the Eagle Candidate's previously assigned District Advancement Committee Eagle Project Reviewer. The documents to bring to the pre-submission meeting are the Eagle Candidate's:

- Completed Eagle Application (with all signatures)
- Internet Advancement "Member Unit Advancement Summary Report"
- Merit badge blue cards
- Scout Handbook
- Complete, signed Eagle Scout Service Project Workbook (all three sections, including final report signed by the Eagle candidate, Beneficiary, and Unit Leader).
- Eagle Application Certification by Applicant - In preparation for their Board of Review, the Applicant must prepare and attach to their Eagle Scout Application:

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- a statement of their ambitions and life purpose
- a complete listing of positions the Eagle Applicant held in their religious institution, school, camp, community or other organizations, during which the Scout demonstrated leadership skills
- include all honors and awards received during this service.

After all documents are reviewed for correct dates and information, the District Advancement Committee Eagle Project Reviewer will place their initials, the words “reviewed on” and the date on the lower left-hand portion of the front page of the Eagle application.

### **Step 3: Council verifies Eagle Application (dates, requirements, signatures, etc.)**

After the District Advancement Eagle Application Pre-Submission Review is completed successfully, the troop is responsible for submitting the completed Eagle application to the CT Yankee Council Registrar. ***Submit only the application.*** 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 CT Yankee Council’s address is:

CT Yankee Council  
Attn: Council Registrar  
P.O. Box 32  
60 Wellington Road  
Milford, CT 06460.

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

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

### **Step 4: Eagle Board of Review is conducted**

When the District Advancement Chair receives from Council the verified application, the District Advancement Chair or designee will call the troop’s Advancement Chair or designee to set up the Board of Review’s time and place.

The District Advancement Chair will assign two District Advancement Committee members to serve on the Eagle Board of Review.

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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 District Advancement Chair or designee will bring the letters of recommendation and the verified Eagle application. The Eagle Candidate must bring the completed Eagle Scout Service Project Workbook, Eagle Application Certification Statement, and his Scout Handbook.

If, after the Board, all members agree that the Scout has earned the Eagle rank, they will sign the Eagle application. The District Advancement Chair or designee will forward the signed application to the CT Yankee Council Registrar. If all members do not agree, the scout is informed of his appeal rights. The Board must write a letter to the scout to inform him of the Board's decision and the appeal procedures. Only the candidate or the candidate's parent or guardian may appeal the decision to the Local Council.

### **Step 5: 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 6: Council Registrar notifies District and District notifies Troop**

The Registrar notifies the District Advancement Chair who then contacts the troop Advancement Chair 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.

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 the Lighthouse District Advancement Chairperson!