

BOY SCOUTS OF AMERICA - INLAND NORTHWEST COUNCIL

EAGLE SCOUT PROCESS INSTRUCTIONS

Congratulations on earning your Life Scout award! You are moving ever closer to the rank of Eagle Scout and this document has been created to assist you along the trail of your journey to Eagle. If after reading through the information, you still have questions, please contact your Scoutmaster or Committee Chair. Should questions still remain, don't hesitate to contact your district's advancement committee chair.

Visit the Council's website at <https://www.nwscouts.org/eaglescouts>. You will need a PDF reader to view some of the files. These files are updated annually. Scouts are encouraged to use the MOST RECENT version included on the website. Please do not use outdated editions. The items listed below are in order as they should appear in your Eagle Binder upon turn in. If you haven't started already on #6...please do so as soon as possible as it will make the approval process even quicker for your binder.

#2 – **EAGLE SCOUT APPLICATION** (PDF-fillable document). This is referenced as Form 512-728. Complete and print the application. Requirement #2 asks for names of individuals that can attest to your character including a religious reference. Please include both parents' names (if applicable). If you do not have a religious leader, you should list the person most responsible for your religious instruction, possibly your parents. The application is signed by you, your unit leader (typically Scoutmaster), and your committee chair.

#3 – **STATEMENT OF AMBITIONS** (PDF-fillable document). In carefully reading the segment marked "Certification by Applicant" on the Eagle Scout Application, it states that the Scout is required to provide a statement of ambitions and life purpose as part of their application. Scouts may use this form or create their own. Include your plans for the future and include positions held that demonstrate leadership as well as any honors and awards received during this service including but not limited to school, clubs, sports, and church.

#4 – **SERVICE PROJECT WORKBOOK** (PDF-fillable document). This is referenced as Form 512-927. The workbook consists of three major parts; Project Proposal, Project Plan, and Project Report. It is suggested that you read through the entire workbook before you begin. The workbook will provide you with a great deal of information to be successful in planning and executing your project. **ALL** pages of the workbook (whether or not written on) must be included in the binder.

- **PROPOSAL.** After deciding upon a project, complete the entire Proposal section including the contact information. All sections should be filled in with information or "N/A" if it does not apply. Be thorough in providing the information asked for. Sign and date the proposal then obtain signatures from the project beneficiary, your unit leader, and committee chair before presenting the proposal to the district advancement committee representative for their final approval and signature. Click on #7 to obtain your district representative's contact information or contact the Council Service Center. If the district or council representative does not approve your project proposal, they will provide you with information and options on how to continue.
- **PLAN.** After your proposal is approved by the district or council, continue by filling out the final plan portion of your workbook. All sections should be filled in with information or "N/A" if it does not apply. If your project involves fund raising (projects over \$500 are potentially subject), you must complete the Eagle Scout Service Project Funding Application and contact your district's District Executive for signature. GoFundMe accounts are discouraged. An Eagle Project Coach can be a great resource to helping you complete this section of the workbook. Be sure while working on your project that you have someone taking photos to include in your workbook. These are visual proof of your efforts!
- **REPORT.** After completing your project, complete the report section of the workbook. The report (after completed) must be signed by the project beneficiary, your unit leader (typically Scoutmaster or Committee Chair), and yourself.

#5 – **EAGLE SCOUT SERVICE PROJECT SUMMARY**. Complete this form in addition to the report included in the workbook. Include a color photo of yourself in uniform as well as a color photo of your completed project. This information is used by the Inland Northwest Council.

All of the items #2 through #5 are required as part of the final “Eagle Binder”. It is recommended that Scouts utilize a 3-ringed binder (1” is typically large enough). The completed binder must be submitted to the Scout Service Center no later than the day **PRIOR** to a Scout’s 18th birthday.

As a reminder, the Council will not complete and/or correct the paperwork. If not properly completed or incorrect, the Scout will be contacted to make the corrections. Scouts are asked to make the documents as neat and professional as possible. Use ink or a computer when possible.

#6 – **LETTER OF RECOMMENDATION INSTRUCTIONS**. The Scout is encouraged to begin this step once they’ve achieved the rank of Life Scout. The Scout selects a minimum of three individuals to write letters of recommendation on their behalf. The letters are mailed directly to the Scout Office clearly listing the Scout’s name on the outside of the envelope. Further instructions and a form that may be used as part of the “ask” are included in this link on the Council’s website.

The Inland Northwest Council will review the binder and letters of recommendation. They will check that all signatures are included, advancement rank and merit badge dates match against the council’s record, and that qualified leadership positions were held (minimum of 6 months after turning Life). Once verified for correctness, the Council will contact the district representative to let them know that the paperwork is ready to begin the process of Eagle Scout Board of Review. Eagle Scout Board of Reviews will be held in accordance with the guidelines in the current edition of the “Guide to Advancement” (33088).

The following links are informational only and do not need to be included in the Scout’s binder.

#7 – **NAME LIST FOR PROJECT APPROVALS**. Provides a detailed listing of who to contact on the district level to have the project approved.

#8 – **EAGLE SCOUT PROJECT IDEAS**. Visit with your Scout Leader as they may have suggestions for projects. This list provides additional resources in the area that may have project needs.

#9 – **EAGLE SCOUT SERVICE PROJECT OF THE YEAR APPLICATION**. Want to be considered for the Glenn A. and Melinda W. Adams National Eagle Scout Service Project of the Year Award? Complete this form.

Again...Congratulations! You are almost there!

