

# Eagle Scout Process Instructions

This and all related documents may be found on the Council website at [www.nwscouts.org/eaglescouts](http://www.nwscouts.org/eaglescouts)

Congratulations on earning the rank of Life Scout. This document has been created to help assist you on your Eagle journey. If, after reading through this information, you still have questions, please contact your Scoutmaster or Committee Chair. Should questions remain, please contact the district Eagle processor listed below.

<b>Appaloosa District</b> <i>North: John Elsbury</i> 208.815.2735 or <a href="mailto:jkelsbury@gmail.com">jkelsbury@gmail.com</a>  <i>South: Paul Driver</i> 509.413.3660 or <a href="mailto:17pdriver@gmail.com">17pdriver@gmail.com</a>	<b>Three Rivers District</b> <i>North: Jim Carter</i> 509.684.6672 or <a href="mailto:newmanal71@icloud.com">newmanal71@icloud.com</a>  <i>South: Jessie McLaughlin</i> 509.434.4555 or <a href="mailto:ldsmacs@comcast.net">ldsmacs@comcast.net</a>
<b>Mountain Lakes District</b> <i>Bruce Dubke</i> 916.214.6697 or <a href="mailto:eaglebruce84@proton.me">eaglebruce84@proton.me</a>	<b>Bigfoot District</b> <i>Mike Yellin</i> 509.991.1166 or <a href="mailto:msycbmcy76@q.com">msycbmcy76@q.com</a>

You are encouraged to begin your Eagle project and the steps below while working on the other Eagle requirements in the Scout Handbook. Pay extra attention to the requirements for merit badges and time in a leadership position.

## 1. Letters of Recommendation

The Scout is responsible for requesting references from the four people listed on the application—this is a valuable life skill. Possible references can include Scout leaders, teachers, employers, coaches, other Scouts, or any adult who can vouch for your character. Letters should be mailed or delivered to the Scout Service Center for all districts except Appaloosa. **Parents and other relatives are strongly discouraged from serving as references.**

Additional information for the Scout and the letter writers may be located on the Council website.

## 2. Eagle Binder

Scouts are encouraged to keep paperwork neat and professional. Please use ink or a computer when possible. It is recommended that Scouts utilize a 3-ring binder for organizing their work (1" is typically large enough). Steps #3, #4, and #6 describe each item to include in your binder. Each file can be found on the Council website.

### **3. Eagle Scout Application**

A completed application must be signed by the Scout, unit leader (typically Scoutmaster or unit-designated Eagle coach), and committee chair. Extra time should be spent on completing requirement #2. The Scout must list names and contact information for four people who are willing to serve as references for the Eagle candidate. These may be Scout leaders, teachers, employers, coaches, other Scouts, etc. References do not need to be 21 or older. Parents and other relatives are strongly discouraged from serving as references. The current unit leader and committee chair are not eligible to serve as references; their signature on the application is their endorsement.

### **4. Statement of Ambitions**

For this step, a Scout may use the provided form or create their own. A statement of ambitions and life purpose should include your plans for the future, leadership positions held, and awards earned during your service. While scouting positions and accolades may be included, a special focus should be placed on achievements outside Scouting and your unit.

### **5. Selecting Your Project**

Scouts are encouraged to identify a project that builds on their interests and connections to the community. Checking with your unit, charter organization, or church for ideas is always a great start. The Council office also keeps a list of community-requested projects.

### **6. Eagle Project Workbook**

The workbook consists of 3 major parts. It is suggested that you read through the entire workbook before beginning. All pages of the workbook, whether written on or not, must be included in the binder.

#### **a. Proposal**

After deciding on a project, complete the entire proposal section, including contact information. All questions should be thoroughly answered or marked as not applicable. After signing and dating the proposal, obtain signatures from the project beneficiary, your unit leader, and committee chair. The completed proposal needs to be presented to the district contact above for their approval before moving to the next step.

#### **b. Plan**

After the proposal has been approved, continue by filling out the final plan section. All questions should be thoroughly answered or marked as not applicable. If your project involves fundraising over \$500.00, you must complete the Eagle Scout Service Project Funding Application and contact your District Executive for signature. Remember to have someone take pictures during the project.

#### **c. Report**

After completing your project, complete the report section of the workbook. The completed report must be signed by the project beneficiary, your unit leader, and yourself.

**7. Online Project Summary and Pictures**

To celebrate your achievement, the Council will submit completed Eagle projects to the local media channels on your behalf. Please complete the online service project summary and upload a couple photos that best illustrate your project. Don't forget to include a photo of yourself in uniform.

**8. Turn in the Binder and Complete the Board of Review**

After completing all requirements in the Scout Handbook, submit your Eagle binder to the Council Service Center. The Inland Northwest Council will review the binder and letters of recommendation, as well as check that advancement ranks, leadership positions, and merit badges match Council's records. Once verified for correctness, the district representative will be instructed to begin the Eagle Scout Board of Review process.

**9. Celebrate**

After your Board of Review and once your certificate arrives from the National Distribution Center, your unit will be notified. With the certificate available, it is time to plan your Eagle Court of Honor. Invite family, friends, coworkers, and your unit to celebrate your Scouting journey. The Scout Store has decorations or make your own.

**Congratulations!**

