



Steps a Life Scout Needs to Follow to be Eligible for an Eagle Scout Award

Summary

This document explains the procedures the Council will follow when a Life Scout pursues his Eagle Scout Award. The procedure simplifies prior procedures and will make it easier for the Scout to address various administrative procedures involved in complying with various requirements.

Please note that this procedure involves the Internet and email, something most Scouts are very familiar with and use virtually every day. An alternative procedure is available to Scouts who do not have internet access, the details of which are available from the District Advancement Committee.

Eagle Scout Application

Any time after completing his Life Scout Board of Review, a Scout may request his *Eagle Scout Application* from the Northeast Illinois Council. This electronically generated form is populated with the advancements, merit badges, and other information for the Scout, out of his person profile as recorded in *ScoutNet*. All the Scout needs to do is send an email to eaglescout@neic.org requesting his Eagle Application in the Subject line. The email needs to include the following information:

First Name: _____

Last Name: _____

Date of Birth: _____

Unit Type and Number: _____

The *Eagle Application* will be returned as a PDF file. It may list errors or missing information that the Scout needs to supply from the Troops and/or Scouts personal records. Once the missing or incomplete information is provided to the Council thru email to eaglescout@neic.org, the Council's Eagle Scout Coordinator will review the application again. If satisfactory, it will be returned to the Eagle candidate via an email marked "*Verified Application*." You should print the application, fill in the names, addresses, and phone numbers of your references, sign it yourself, then have your Unit Committee Chairman and Scoutmaster sign it.

You will be required to present it, properly signed, to the Council Office for certification and signatures prior to your Board of Review.

Eagle Scout Leadership Service Project

The Scout must obtain several approval signatures for his proposed Eagle Scout Leadership Service Project before presenting the project to the District Advancement Committee for final approval. All approval signatures must be entered into the *Eagle Scout Leadership Service Project Workbook*. The project may not start until all approval signatures have been secured. These include approvals from:

1. A representative of the institution, school or community group benefiting from the project.
2. His Scoutmaster, Varsity Coach or Crew Advisor.
3. The Chairman of the Unit Committee.
4. The District Advancement Committee.

Note: The District Advancement Committee will not review a project proposal unless all of the approval signatures set forth in 1-3 above appear in the Project Workbook.

Basic requirements for eligibility to prepare for an Eagle Scout Board of Review. The following requirements must be completed before a Scout is permitted to schedule his Eagle Scout Board of Review:

1. Complete at least 21 merit badges, including the eleven Eagle required by the BSA. These merit badges are set forth in the current Boy Scout Handbook.
2. Complete his Eagle Scout Leadership Service Project and Workbook. Prepare a report to present to the Board of Review.
3. Complete his Scoutmaster's Conference and obtains the Scoutmaster's signature in your *Boy Scout Handbook*.
4. Confirm that four letters of recommendation attesting to his fitness to be an Eagle Scout have been received by the District Advancement Committee.

Note: All requirements must be completed before the Scout's 18th birthday.

We recommend creating an **Eagle Candidate Notebook Binder** that includes the following:

1. The Merit Badge cards and (Blue Cards) Applicant's Record for each of the 21 Merit Badges.
2. Copy of his Eagle Project Workbook
3. His Boy Scout Handbook with the Eagle Requirements completely signed and dated.
4. Any additional pictures and newspaper articles, etc. related to the project.

Letters of Recommendation

Four (4) letters of recommendation are required to complete an Eagle Scout application. The following are guidelines governing letters of recommendation attesting to the Scout's fitness to become an Eagle Scout:

Who qualifies as a Reference? The Board of Review only accepts letters from individuals over 21 years of age, who know you well enough to provide informed observations about your qualifications to be an Eagle Scout. Letters from teachers, employers, coaches, clergy or others who have known you for a reasonable period of time are welcome. A letter from the organization that benefited from your Eagle Scout Service Project is also acceptable.

Who does not qualify as a reference? The Board of Review will not accept letters from parents, relatives, your Unit's adult leaders or other adult leaders volunteering in the District.

Asking references to provide a recommendation. When you ask someone to write a letter of recommendation, provide them with a copy of the cover letter from the "*Life to Eagle*" packet identifying personal attributes of the Scout that would make him a successful candidate.

To whom should the reference letter be sent? North Star District Advancement Committee (Ms. Pat Lampell) provides the Eagle candidate with a pre-addressed envelope for each reference. The Eagle candidate explains that the letter of recommendation must be mailed in the pre-addressed envelope directly to the name on the envelope.

Scouts should check with the District Advancement Committee to determine how many letters of recommendation have been received. It is the Scout's responsibility to obtain references and, therefore, it may be necessary for a Scout to follow up with a reference.

The final *Verified Eagle Scout Application* will be transmitted to the District Advancement Committee. A Committee member (normally Ms. Pat Lampell) will contact you to schedule your Board of Review. At that time, she will also review how many recommendation letters have been received for you, and what follow up will be necessary before your Board can be scheduled.

If you have questions contact our Eagle Specialist Cheris Phillips (cphillip@neic.org) at 847.748.9155