

## EAGLE SCOUT PROCESS INSTRUCTIONS

Congratulations on earning your Life Scout rank! The following information will help you complete the steps necessary to earn the rank of Eagle Scout:

### **Download all files and advancement record**

#### **Eagle Scout Service Project Workbook Proposal (Form 512-927 - current printing)**

- ☐ Please read through the entire workbook before you begin. This will help you complete your project successfully. Save the workbook to your computer to be able to reopen at any time. Don't forget to save as you go!
- ☐ Complete the contact information and proposal portion of the workbook. All sections should be filled in with information or "N/A" if it does not apply.
  - Your Council Service Center: Address: 223 Scituate Ave., Cranston, RI 02921, phone # 401.351.8700, email: support546@scouting.org
- ☐ Obtain signatures from the project beneficiary, your unit leader and committee before presenting the proposal to the District Eagle Scout Advancement Committee Member for their approval and signature. Eagle Scout Advancement Committee Member information is available under the Advancement tab on the Narragansett website, "Eagle Scout Advancement Committee Contact Information" or by calling your Council Service Center.
- ☐ Your service project must be approved by the above before you begin any part of the project.
- ☐ If the Eagle Scout Advancement Committee Member does not approve of your project proposal, they will provide you with information and options on how to continue.

#### **Eagle Scout Service Project Workbook Final Plan**

- ☐ After your proposal is approved by the Eagle Scout Advancement Committee Member, continue by filling out the Final Plan portion of your workbook. Then you may begin working on the actual project.
- ☐ All sections of the Final Plan portion are filled in with information or "N/A" if it does not apply.
- ☐ Review Procedures and Limitations on Eagle Scout Service Project Fundraising page if your service project needs fundraising of monies or for in-kind donations of materials, supplies, tools, or other needs. Be sure to obtain all required signatures for the application.
- ☐ It is in your best interest to use an Eagle Coach to help you in completing your final plan. If you do not know who your Eagle Coach is, ask your unit leader. If your unit does not have an Eagle Coach, ask the Eagle Scout Advancement Committee Member that approved your project proposal for help.
- ☐ **Work your Final Plan and complete your service project**
  - ☐ Pictures can be a key part of documenting your project, plan to take them and include those in the packet. Take photos before, during and after your project.
  - ☐ Complete the Project Report of your workbook after finishing your project.
  - ☐ Your Final Report will need signatures from the project beneficiary, your unit leader, and yourself.

- ☐ **Eagle Scout Rank Application (Form 512-728 – current printing)**
  - ☐ Fill out the Eagle Scout Rank Application. Download from the National website. If possible, complete the fillable PDF versus a handwritten version. You will need an up-to-date PDF reader to view and complete some of these files. (Adobe Reader can be downloaded for free.)
    - ☐ Application:  
<https://www.scouting.org/resources/forms/#:~:text=Eagle%20Rank,July%201%2C%202022>
    - ☐ The Eagle Scout Rank Application can be generated through Scoutbook with 4 easy steps: <https://help.scoutbook.scouting.org/knowledge-base/where-is-the-eagle-application-in-internet-advancement-ia/>
  - ☐ Use your “full legal name” (including middle). Do not use initials.
  - ☐ Full dates must be used where requested – month, day, year.
  - ☐ The dates for your First Class, Star and Life ranks must be your actual Board of Review date, not the date of your Court of Honor.
  - ☐ There **must** be **at least 4 months** between First Class and Star rank.
  - ☐ There **must** be **at least 6 months** between Star and Life Rank.
  - ☐ Requirement #2 asks for references. 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.*
    - ☐ All addresses must be complete with city, state and zip code.
    - ☐ Letters of Recommendation: Per the Guide to Advancement 9.0.1.7 The Scout is responsible for requesting references from the four people listed on the application—this is a valuable life skill. Councils choose the method (letter, email, online form, etc.) and where submitted. Electronic submissions are allowed only if confidentiality at all stages is guaranteed. Requested references may be returned to the Scout in a sealed envelope, or sent to a designated unit, district, or council adult for safekeeping until the Eagle Board of Review. If after diligent effort four recommendations are not received, the board of review can go forward without them. If the Scout chooses to go forward, the board may ask about their efforts but may not deny advancement based only on lack of references.  
*Completed reference responses of any kind are the property of the council and are confidential, and only review-board members and those officials with a specific need may see them after the board. The responses are not to be viewed by or returned to the Scout. Doing so could discourage the submission of negative information. Those providing references do not have the option of waiving confidentiality.*
  - ☐ Visit [www.NCScouts.org/trailtoeagle](http://www.NCScouts.org/trailtoeagle) for reference letter request forms.
  - ☐ Requirement #3: No merit badges should have a date earlier than your joining date.
    - ☐ Make sure you fill in the unit number where you earned each merit badge.
    - ☐ For merit badge numbers 7, 8 and 10; cross out the badges not used.
  - ☐ Requirement #4: You must have served six months in (one or more) position(s) of responsibility since earning your Life Rank as listed on application. List of approved positions of responsibility is listed under Requirement 4 on Eagle Scout Rank

Application. Start date cannot be prior to Life Scout board of review. Positions must have an end date but not a date in future.

- ☐ Requirement #5: Project name, date projected finished and grand total of hours on application should match information listed in workbook.
- ☐ Include a statement of your ambitions and life purpose, an Eagle Scout Rank application requirement. Also, include a listing of positions held that demonstrate leadership and any honors and awards received during this service.
- ☐ The application is signed and dated by you, your unit leader and committee chair.
- ☐ **When the project and all requirements are completed, upload the following paperwork to [www.NCScouts.org/TrailToEagle](http://www.NCScouts.org/TrailToEagle) - Under Step 3**
  - ☐ Below should be separated uploads
    - Completed and signed Eagle Scout Rank Application (merge files into one document).
    - Completed Eagle Scout Service Project Workbook. Include pictures and other documentation. Merge files into one document. If the file is too large there are free PDF size reducers available online.
    - A statement of your ambitions and life purpose.

**The Narragansett Council will review the paperwork**

1. Verify all signatures are there and all requirements have been met.
2. Verify all advancement records and merit badge dates match the Council record.  
Please note: Council will revise dates on application to match our Council records. If you are adamant our records are incorrect, please send an Advancement Report signed by your unit leader to correct.
3. Verify joined Scouting date.
4. Verify leadership positions held as a Life Scout.
5. Review Eagle Scout Service Project Workbook – check that all boxes are filled in and all signatures obtained.
6. Notify the Eagle Scout Advancement Committee Member that the paperwork is ready for a Board of Review

When everything is completed by the Council processor your packet will be sent to the Eagle Scout Advancement Committee Member to start the Eagle Scout Board of Review process.

Eagle Scout Board of Reviews will be held in accordance with the guidelines in the current edition of the “Guide to Advancement.” <https://www.scouting.org/resources/guide-to-advancement/>

We wish you continued success as you take these pinnacle steps of your Scouting journey. Narragansett Council staff are here to support you as well as your district area volunteer.