

## **Eagle Application Submission Guidelines Lighthouse District**

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

The Eagle applicant must download and use the most current version of the BSA Eagle Application from the CT Yankee Council website ([www.ctyankee.org/program/advancement/eagleprocess](http://www.ctyankee.org/program/advancement/eagleprocess)). The Troop Advancement or Eagle Coordinator should work with the Eagle applicant to fill out the Eagle application. The Coordinator should check all dates for rank and merit badge completion against the troop records. Troop records should 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](http://www.ctyankee.org/districts/lighthouse/adv)) and deliver according to the directions on the form.

Requirement 6 on the Eagle application should be completed by the Scout prior to the Board of Review. It does not have to be long, but should include the following: a statement of plans for the next 5-10 years, what impact Scouting has had and will continue to have on the Scout's life, a complete picture of achievements including those received outside of Scouting, and a statement of life purpose.

### **Step 2: Council verifies Eagle Application (dates, requirements, signatures, etc.)**

The troop is responsible for submitting the completed Eagle application to the CT Yankee Council Registrar. Only the application should be submitted. Do not send in the Requirement 6 write-up! 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 Council office will check for completeness of all information and that all dates on the application match their records - the 2 must be the same). If discrepancies are found, the Registrar will contact the District Advancement Chair who then will notify the Troop Advancement or Eagle Coordinator. The troop will need to work directly with the Council Registrar to resolve the problems.

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

### **Step 3: Eagle Board of Review is conducted**

When the District Advancement Chair receives the verified application, the District Advancement Chair or designee will call the troop's Advancement Coordinator, Eagle Coordinator, Scoutmaster, or Troop Committee Chair to set up the Board of Review's time and place.

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It is the Troop's responsibility to provide at least 2 – but no more than 4 - 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 Scoutmasters, Assistant Scoutmasters, relatives, legal guardians, and parents CANNOT be members of the Board of Review.

For the Board, the Scout should be dressed in full Class A uniform. He is to bring with him the original signed Eagle Scout Service Project Workbook and Requirement 6 (life goals and list of awards received).

The District Advancement Chair or designee will bring the letters of recommendation. The Troop Advancement Coordinator should bring either the Advancement Report from TroopMaster or a blank BSA Advancement Report to be used for Board signatures.

If, after the Board, all members agree that the Scout has earned the Eagle rank, they will sign the advancement report and Eagle application. The District Advancement Chair or designee will forward the application and signed Advancement Report to the CT Yankee Council Registrar. If all members do not agree, the candidate may appeal the decision.

### **Step 4: 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 5: Council Registrar notifies District and District notifies Troop**

The Registrar notifies the District Advancement Chair who then contacts the troop Advancement or Eagle Coordinator 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!!!!**

If you have any questions, please contact a member of the Lighthouse District Advancement Committee!