

# **How to Complete Your Eagle Scout Application Form**

## **READ CAREFULLY – VERY IMPORTANT**

### **Don't let this happen to you....**

Unfortunately about 75% of the Eagle applications are held up at the Council office because of problems – sometimes for weeks or even months, until the application and report are complete and correct. If an application is missing information or has ANY DISCREPANCY it cannot be processed. You will be notified in writing exactly what is wrong with the paperwork and what needs to be done to correct it. It is YOUR RESPONSIBILITY to fix all problems.

**EAGLE APPLICATIONS MUST BE DOWNLOADED FROM THE NATIONAL WEBSITE [www.Scouting.org](http://www.Scouting.org).** Click on “Youth” then “Boy Scout”, then “Advancement, Awards, Recognition”, then “Eagle Scout Project Workbook” – both the Workbook & Application are linked. **If you are hand writing the forms you must use Black or Blue ink.**

**ALL OLDER APPLICATIONS WILL BE RETURNED TO THE APPLICANT PER THE INSTRUCTIONS OF THE NATIONAL BSA.**

**Name & Personal Info.** Print your name as you want it to appear on your Eagle Certificate. (No more than 30 characters including punctuation and spaces.)

Use your complete address and full Unit designation data, including the zip codes. (Throughout the Application & Project workbook - Unit refers to Troop if you are a Boy Scout, Crew if you are a Venturer, and Team if you are a Varsity Scout.)

**Date You Became a Boy Scout.** This is the date you were officially registered. You must get this date from the Advancement Registrar at Knox Trail Council. You can call her on Wednesdays or email her at [nancy.brennen@scouting.org](mailto:nancy.brennen@scouting.org).

**Requirement 1 - Active for 6 Months** – Be sure a minimum of six months has elapsed between when you made Life and when you apply for Eagle.

**Requirement 2 – References** – Follow the “Eagle Scout Letters of Reference” Instructions provided with your letter of approval of your Eagle Scout Service Project Proposal. These are also available online ([www.ktc-bsa.org](http://www.ktc-bsa.org) on the Advancement Page) and at the Knox Trail Council Office.

Each person's complete name, full mailing address (including zip code) and telephone number (including area code) is expected. Speak to these people before you list them as references. When requesting a Letter of Reference you should give them a copy of the “Eagle Scout Letter of Reference Form”. Use ONLY the Knox Trail Council form. These should be sent to the people listed.

Do not alter or delete any of the Reference categories. If you do not have a religious reference to list, leave that line blank, but the issue of “Reverence” and “Duty to God” must be addressed by your parents in their letter.

All letters MUST REMAIN SEALED until the Board of Review. Eagle Candidates never see these letters. After the Board of Review, the letters are given to the Advancement Registrar at the office to be destroyed.

**Requirement 3 - Merit Badges** – Only 21 Merit Badges can be listed: the 12 Eagle-required badges and 9 others. It is only these specific Merit Badges that can be credited for the Eagle rank. Dates are very important here. You must include in the listing four Eagle-required Merit Badges together with two other Merit Badges with dates that precede the date you achieved the Star rank and three additional Eagle-required Merit Badges together with two additional other Merit Badges with dates that precede the date you achieved the Life rank.

On the number 6 and number 9 Merit Badges you must **cross out the badges not earned**. If a crossed out badge was earned it can be re-entered in numbers 13 –21. Example – you have both Swimming and Hiking.

The Unit Numbers must be filled in. This is the unit you were in when that badge was earned. It is the Troop's responsibility to provide signed Advancement Reports in a timely manner to the Knox Trail Council office. Once the data is entered into ScoutNet that date becomes your official record so double check that the dates on your application match the official dates. If necessary, ask the Advancement Registrar to send you a copy of your official record BEFORE you submit your application. Or your Troop Advancement person can access these records via "Internet Advancement".

If one or more of the Merit Badges listed were recently earned, such that the Council may not have received the Unit's applicable Advancement Report from the Scout Shop prior to the Scout's filing of the Eagle application, a copy of the Unit's Advancement Report should be attached to the front of the submission of the application to the Council office.

**Requirement 4 - Position of Responsibility** – Re-enter the date Life was earned. List only the positions of responsibility served AFTER the date of your Life Board of Review and completed BEFORE your 18<sup>th</sup> birthday. Do not put "Present" – you must have the actual date. The only acceptable positions are listed on the application – NO EXCEPTIONS.

**Requirement 5 - Leadership Project** – Get the date of the final signature from your Eagle Project Report. List your Project's name. List the Grand Total of hours (must match page 20 in the "Eagle Scout Service Project Report" section of the Workbook.).

**Requirement 6 - Scoutmaster Conference, Statement of Life Purpose & Leadership.**  
Prepare your **Statement of Ambitions** – this Statement is what you want to do with your life – at this point in your life.

**List of Positions** held OUTSIDE of Scouting – it can also include activities that you have been involved in – this shows the Board what else you have been doing.

Fill in the date of your **Scoutmaster's Conference**. It MUST be before your 18<sup>th</sup> birthday, but AFTER the completion of your Merit Badges and Project.

### **Final Signatures.**

After the Eagle candidate signs and dates the application, **the Scoutmaster and Committee Chair should double-check the data before they sign and date the application**. No exceptions to these signatures. If a parent of the Candidate is the Unit Leader or Committee Chair the application must still be signed by them VERIFYING that all of the information is correct and was completed prior to the Candidate's 18<sup>th</sup> birthday.

### **Need Help??**

The Advancement Registrar will be glad to answer questions relating to filling out your Eagle application. She is only in the office on Wednesdays. Call her at 508-872-6551. Please do not call the District Advancement Chairs with questions about your paperwork, as they are not involved in certifying the data on Eagle applications.