

# Steps to Becoming an Eagle Scout

Revised June 6, 2006

To become an Eagle Scout:

1. Complete the Eagle Scout application in **ink**. The name you enter in the blocks will be the name printed on your certificate.
2. In addition to completing the rank requirements, you must provide:
  - A. A list of references that are willing to state that you live by the Scout Oath and Law. Provide **COMPLETE** addresses and phone numbers on the application. You need to provide the references with a stamped envelope addressed to the Troop Committee Chairman and request that they write a letter on your behalf.
  - B. A statement of your life goals and ambitions as well as a summary of all awards received is needed for requirement 6 of the application. The statement will be used in the Scoutmaster conference.
3. Call the Scoutmaster and request a conference. Be sure to fill in the date when the conference was held. You do not need to wait for your reference letters to be received. Letters can come in after your Scoutmaster conference, but they must be received before the Board of Review.
4. Get the application signed by the Scoutmaster and Committee Chairman. Don't forget that you need to sign it too!
5. Submit your Eagle Scout Application to the Scout Service Center in Cincinnati. Make sure that council has received all merit badge advancement reports. If you submit an application with an advancement form, put a note on the Eagle application stating such. You do NOT need to submit your project workbook, notes, or your statement of life goals and awards – **only the application**. Council will check the dates on the application and make sure you are a registered Scout and return it to you by mail.
6. When council returns your Eagle Scout application, call the Eagle Scout Coordinator who will check with the Troop Committee Chairman to make sure all of your reference letters have been received.
7. When the reference letters are received, the Eagle Scout Coordinator will work with you, the Troop Advancement Chairman, Troop Committee Chairman, Troop Committee, and Scoutmaster to schedule a Board of Review date.
8. After a successful Board of Review, the application, the reference letters, the statement of life goals and ambitions and the project workbook must be submitted to the Scout Service Center along with an advancement form to apply for your Eagle award. The District representative that attended your Board of Review will sign the Eagle application. Everyone who sat in on the Board of Review should sign the advancement form.

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