

Spirit Lake District
Step-by-step Process for Eagle Scout Service Project Approval
Eagle Scout Application Forms, and Eagle Scout Boards of Review

Step 1

After earning Life Rank download the Eagle Scout Service Project Workbook, and Eagle Application form at <https://www.cpcbsa.org/spiritlake-EagleProcess>. Note: Only the current official project workbook may be used. **No substitutions will be accepted.**

Step 2

Meet with your troop Eagle Mentor. Your mentor will assist you through the Eagle Scout process.

Step 3

Select your Eagle Scout Service Project. It must serve the community, government, church or a non-profit organization. It may not serve the BSA, or be routine labor, or be a fundraiser. Hints: pick something that you really care about or have a passion for. Identify a problem or challenge that your project helps to solve.

Step 4

Before beginning your Eagle Scout Service Project obtain all the required approval signatures (Scoutmaster, unit Committee Chairperson, project beneficiary, and district approval signature. **Do not start your project** until the project has been approved by one of the Spirit Lake District project approval specialists:

- Rhea Heaton, 360-574-7673, rnrheaton2@msn.com
- Jon Holtz, 360-921-4418, holtzje52@comcast.net
- Terry Ogle, 360-695-5124, terryogle46@gmail.com
- Julie J. Pond, 360-573-2401, juliejpond@msn.com
- Mike Riley, 360-901-4124, smriley2007@msn.com

Note: Please contact and set an appointment with one approval specialist, allow ½ hour for the meeting.

Step 5

Complete your service project as approved and obtain project completion signatures from your unit and the benefiting organization **before your 18th birthday**. All Eagle requirements including the Scoutmaster's conference must be complete **before your 18th birthday**.

Step 6

Please contact one of our Eagle paperwork review specialists to submit your completed **project workbook, Eagle Scout application form** and your written **Requirement #6** statement. At this appointment, you and your parent(s) will receive an initial review of your application, project workbook and a preview of the Eagle Scout Board of Review process. Please allow at least one hour for the review meeting.

- Jay Burke 360-619-2788 jburke114@comcast.net
- Alan Davison 360-696-9387 scouter68@gmail.com
- Greg Davis 360-566-3939 gdavistroop310@gmail.com
- Kelly Ilagan-ng 503-720-4610 kelly.ilagan@gmail.com

Note: The specialist will submit your application form to the Cascade Pacific Council office for final advancement records check and authorization.

Step 7

Complete Step 7 at least one month before your Eagle Scout Board of Review.

Download and print (5) reference letter forms from the "Reference Letter Template" link at <https://www.cpcbsa.org/spiritlake-EagleProcess>. (Print 6 forms if you have an employer reference.) Request a reference letter from each of the reference individuals you list on the application form. Please provide each one a copy of the reference form and a stamped, pre-addressed envelope.

Address the envelopes to **Kelly Ilagan-Ng 2009 NE 181st Avenue, Vancouver, WA 98684.**

Note: These reference letters are confidential; for the eyes of the Eagle Board Review members only.

The Eagle Scout Candidate is not to collect or read the reference letters. Thank you.

Step 8

After the council has validated your application and any noted discrepancies are corrected, Kelly Ilagan-Ng, District Eagle Board of Review Coordinator, will contact you and schedule your Board of Review.

Questions about Boy Scout Advancement? Contact Kelly Ilagan-Ng, Spirit Lake District Advancement Chair, M: 503-720-4610, kelly.ilagan@gmail.com

Note: 2-DEEP LEADERSHIP is required for all meetings, counseling sessions, email and text messaging.