

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.scouting.org/programs/scouts-bsa/advancement-andawards/eagle-scout-workbook/> 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. Your mentor should be someone familiar with the Scouting Eagle process. An Eagle Coach can be anyone in your unit/family/etc. They should be able to guide you through your project. If your unit does not have either an Eagle Mentor or Coach, work with your Unit leader to complete this step.
- 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. Detail required for a proposal depends on project complexity. It must be enough to provide a level of confidence for a council or district review that the five tests of an Acceptable Eagle Scout Service Project can be met, but not so much that – based on the possibility a proposal can be rejected – it does not respect the time it takes to prepare.
- Step 4 Before beginning your Eagle Scout Service Project, obtain all the required signatures (Scoutmaster, Unit Committee Chair, project beneficiary and district approval signature.) **Do not begin fundraising efforts or any work on your project until the proposal is approved; in most circumstances the Scout will need to select a different project.** To discuss your project and get District approval, please come to our monthly Roundtable events to meet with the advancement team. Roundtable is every second Thursday of the month, beginning at 7pm. If none of these meetings work for you, or it's during the summer break, please reach out to the District Advancement Chair to schedule a meeting outside that time.
- 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**. We are unable to accept paperwork that is signed after your 18th birthday. You do *not* need to meet to turn in your project, application, etc prior to your 18th birthday, just make sure all requirements are complete and signed/dated before that date.
- Step 6 Similar to Step 4, please come to Roundtable (every 2nd Tuesday of the month, except Summer) to meet with the district advancement committee. You must bring your **completed project workbook, Eagle Scout application form** and your **written Requirement #6 statement**. At this

meeting, you and your parent/guardian(s) will receive an initial review of your application, project workbook and a preview of the Eagle Scout Board of Review process.

Step 7

Complete this step at least one month before your Eagle Scout Board of Review. Request a reference letter from each of the four reference individuals you list on the application form. You cannot use your Scoutmaster or Committee Chair and using a parent/guardian is strongly discouraged. Letters must be written, signed and either sent directly or sealed and turned in **prior** to the EBOR. Send the reference letters to: **Kelly Ilagan-Ng, 2009 NE 181st Avenue, Vancouver, WA 98684.** NOTE: any “form letter” that can be found online will no longer be accepted. These letters are confidential; for the eyes of the Eagle Board of Review members only. The Eagle Scout Candidate is not to collect or read the reference letters.

Step 8

After the council has validated your application and any noted discrepancies are corrected, and letters of recommendation are received, Kelly Ilagan-Ng, District Advancement Chair, will contact you to schedule your Board of Review.

Notes in regards to the Eagle Board of Review and Eagle Project paperwork:

- Between turning in your required paperwork and project and scheduling your Eagle Board of Review can take up to two-three months to schedule, depending various factors including holidays and summer months.
- Your Eagle Board of Review should not take more than 45 minutes to complete. The entire process from beginning the EBOR to the time of presenting the decision may take up to an hour.
- Per Council’s Advancement Chair, we are no longer interviewing parent/guardian(s) or the Scoutmaster.
- If an extension is needed, please contact the District Advancement Chair immediately to see if you qualify; this is not something you want to sit and wait on.
- Eagle Projects need to be treated as a report you’d turn in at school. The Advancement Committee is not responsible for any lost pages/information that are not secured. Using a binder or report cover is recommended.
- Your project should match your abilities. For example: for most Scouts building a single bat box would not be an appropriate project.
- Your project cannot be a:
 - beautification/standard care project; however, it CAN benefit a single person/family in the community depending on circumstances,
 - “canned” blood drive, ○ any kind of fundraiser, ○ for-profit entities, or ○ any BSA properties/programs
- Any additional questions about Scout Advancement? Contact Kelly Ilagan-Ng, Spirit Lake District Advancement Chair, M: 503.720.4610, Kelly.ilagan@gmail.com

2-DEEP LEADERSHIP is required for all meetings, counseling sessions, emails and text messaging. The advancement team will not respond to parent/guardian emails or calls; this is the Scout's responsibility.