



BOY SCOUTS OF AMERICA®  
LAKE ERIE COUNCIL

## Council Life to Eagle Process of the Lake Erie Council

Advancing in rank between Life and Eagle is comprised of a few separate, but related areas: Eagle Project, Merit Badges, Eagle Application, Eagle Board of Review, and Eagle Court of Honor. This process is broken down into those areas to related efforts together. The Eagle project, merit badges and Eagle application can all be worked on simultaneously. All work must be completed before the Scout's 18<sup>th</sup> birthday and the completed application and project workbook should be turned into the Scouting Office also before the Scout's 18<sup>th</sup> birthday but this is not required.

Scout attends Life to Eagle seminar – this is a scheduled event provided by the Service Area Advancement Team. Scouts can attend any seminar in the Lake Erie Council. A schedule of these will be listed on the Eagle Scout section of the Lake Erie Council website or on the Council calendar.

**Eagle Project** – The Eagle project is done by the Scout using the Eagle Project Workbook. A link to the current Eagle Project Workbook is on the Eagle Scout section of the Lake Erie Council website.

1. Scout develops idea for Eagle project.
2. Scout downloads and fills in Eagle Project Workbook by "**typing** (or very neatly printing in **ink**)" out the information. Unreadable workbooks may be rejected by the Service Area Advancement Team. Use of pencil to fill out the workbook is expressly forbidden.
3. Scout gets project workbook signed for the proposal section by Scoutmaster, Committee Chairperson, and sponsoring nonprofit institution representative.
4. Scout contacts Service Area Advancement Team Lead to request time on the next scheduled project review date.
5. Scout attends scheduled project review and presents project proposal.
6. Project is discussed and approved.
  - a. If not approved, Scout is instructed as to what to correct.
  - b. Scout re-schedules for the next project review.
7. Scout does fundraising for project if needed.
8. Scout completes project.
9. Scout completes project workbook.
10. Scout gets signatures on completed project workbook.
11. Project must be completed before the Scout's 18<sup>th</sup> birthday.

**Merit Badges** - Scout completes all merit badges for Eagle. There is a minimum of 21 needed with 13 of them being from the required list (14 after 1-Jul-2022). These must all be completed before the Scout's 18<sup>th</sup> birthday.

**Eagle Application** – The Scout uses the fillable PDF form to document all their requirements for Eagle. A link to the Eagle Scout Application is on the Eagle Scout section of the Lake Erie Council website.

1. Scout starts their application, "**typed** (or very neatly printed in **ink**)" on the current Eagle application. Unreadable applications may be rejected by the Service Office. Use of pencil to fill out the application is expressly forbidden.
2. Scout requests Eagle reference letters using Lake Erie Council form letter from all references listed on Scout's application. This form letter is on the Eagle Scout section of the Lake Erie Council website.
3. Eagle reference letters are composed by the Scout's references and sent to LEC Service Center.
4. Scout completes statement of future ambitions.
5. Scout completes their application, again **typed** (or very neatly printed in **ink**)" on the current Eagle application. Unreadable applications may be rejected by the Service Office. Use of pencil to fill out the application is expressly forbidden.

6. Scout gets their Scoutmaster conference.
7. Scout secures signatures of Scoutmaster and Committee Chair on application.
  - a. If all signatures are not obtained (due to dispute with signatory) the Eagle application is still turned in for processing as a disputed application.
8. Scout makes a copy of all their Eagle documentation.
9. Scout takes original application, statement of ambition and project workbook to Lake Erie Council office and turns it in for processing. This should be done before the Scout's 18<sup>th</sup> birthday.
10. Scouting Office reviews Eagle application and paperwork for:
  - a. Completed application with all blanks filled in.
  - b. Dates are checked with BSA database to ensure matching information, though cross checking merit badge dates with rank advancement is not done.
  - c. Application is approved and signed.
    - i. If not approved, it is returned to the Scout for correction and resubmission.

### **Eagle Board of Review**

1. Scouting Office notifies Service Area Advancement Team Lead (or lead for Eagle Board of Review for Scout's troop) that the completed Eagle packet is available for processing.
2. The Service Area Advancement Team Lead makes arrangements for the packet to be picked up or directly picks it up from the Scouting Office.
3. Service Area Advancement Team Lead gathers any references for the Scout and determines when and where to schedule the Eagle Board of Review.
4. Scouting Office notifies Eagle Process Coordinator of new Eagle application in process:
  - a. Scout name
  - b. Troop number
  - c. Name of person receiving Eagle packet for Eagle Board of Review
5. Service Area team contacts Scoutmaster to schedule Scout for next available Eagle Board of Review. The Service Area team may also confirm the Eagle Board of Review date first with the Scout before contacting the Scoutmaster. The Scoutmaster is requested to have the troop provide one or two registered committee members (or other adults) to attend the Eagle Board of Review.
6. Scout attends Eagle Board of Review.
  - a. Scout is asked to fill in Eagle Scout Personal Information File Sheet for use by the Council office in preparation for the annual Eagle Scout recognition event.
7. Scout passes Eagle Board of Review.
  - a. Approved Eagle application to be returned to Scouting Office with proper signatures.
  - b. Completed Advancement Report (available on the Eagle Scout section of the Lake Erie website) signed by all the members of the Eagle Board of Review.
  - c. Someone on the Eagle Board of Review or the Scout Troop offers to give the new Eagle Scout the Eagle Charge. The Scout can accept or decline this offer.
  - d. Scouting Office processes application with National Office.
  - e. Scouting Office notified Eagle Process Coordinator that Eagle passed Eagle Board of Review
  - f. If Scout does not pass Eagle Board of Review, then appeal process from BSA Guide to Advancement is followed.

### **Eagle Court of Honor**

1. Scouting Office notifies the Scout's Scoutmaster that Eagle Scout credentials (certificate packet from the National Office) have arrived and are ready to be picked up from the Scouting Office.
2. Scoutmaster or their representative purchases the Eagle Scout presentation kit from the Scout Shop. The Eagle Scout certificate packet must be presented to the Scout Shop to purchase the Eagle Scout presentation kit.
3. Scout proceeds with planning and scheduling of Eagle COH with unit per their tradition.