



Brazos District – Sam Houston Area Council Preparing for the Eagle Scout Board of Review

Navigating the process to Eagle Scout involves paperwork, patience, and attention to detail. In order to achieve Scouting's highest honor many people may be involved. Following is a list of items that occur during this process. Each point shows the Eagle Scout Award.

1. **READ THE INSTRUCTIONS IN THIS DOCUMENT** Scout / All involved
2. **Obtain Eagle Scout Rank Application** Scout
 - Download and print in color using front and back if possible
 - Current application can be found at scouting.org
3. **Provide Names and Addresses for Requirement #2 – References** Scout
 - References should be from people that know the scout
 - Teachers are hard to find during school breaks
4. **Request Reference Letters** Troop Advancement Chairman
 - Letter request may begin prior to Scoutmaster conference
 - Allow sufficient time for response
 - Return mail to TAC or designate, **not scout or parents**
5. **Obtain Scout Advancement History** Troop Advancement Chairman / Scout
 - Using Troopmaster or Troop records method provide the Scout with the information needed for the application
 - Pull this information from Troopmaster Web if your unit has this feature
6. **Fill in Dates and Information** Scout
 - Print clearly in ink and fill in all date fields
 - PID is your registration number from your membership card
 - Cross out badges not earned for #7, #8 and #10
7. **Complete Requirement #7 – “My Life Purpose” statement** Scout
 - See description for this requirement on the Eagle Scout Application
8. **Complete Scoutmaster Conference** Scoutmaster / Scout
 - Review and sign the application
 - Review and sign Eagle Scout Service Project Workbook
 - Review “My Life Purpose” statement
 - **MUST** be completed before 18th birthday
 - **Scoutmaster retains completed forms and project documentation**
 - Signed form and project book is returned to Troop Advancement Chairman
9. **Enter Leadership Project Data into Journey to Excellence System** Troop Advancement Chairman
 - Provide Project Date, # of Scout Youth, # of Non-scout Youth, # Scout Adults, # of Non-scout Adults, Total Hours, Total Cost, Project Description, and Benefiting Group.
 - Print certificate

10. **Obtain Committee Chair Signature** Troop Advancement
Chairman
- Committee Chair should review for completeness
11. **Obtain Council Certification** Troop Advancement
Chairman
- MUST be done at the Council Office
 - Provide the following completed forms:
 - Eagle Scout Rank Application
 - All Reference Letters
 - Eagle Scout Service Project Workbook
 - Journey to Excellence Certificate
12. **Schedule Eagle Board of Review** Troop Advancement
Chairman / Scout
- | |
|----------------------------|
| Scout |
| Troop Advancement Chairman |
- Maximum 5 adults plus District Representative
 - Ask Scout for input
 - May be any adult except relative, ASM, or SM
 - Verify District Representative availability
 - Sandra Luckett, District Advancement Chairman
 - sluckett@sbcglobal.net
 - Secure proper location for session
 - 1-2 hours
 - Private closed area for interview process
 - Waiting area for parents, scout, Scoutmaster
 - Invite parents to attend
 - Scoutmaster should be present to introduce candidate
 - Make sure all paperwork is present including Unit Advancement Report Form
13. **Complete Paperwork Process** District and Troop
Advancement
Chairman
- | |
|----------|
| District |
|----------|
- | |
|-----|
| TAC |
|-----|
- Deliver signed forms to Council Office
 - Return scout handbook, project workbook to scout
 - TAC should check status of application after 2-4 weeks
 - TAC should pick up Eagle Packet when it returns to the Council Office from National Scout Headquarters
 - Purchase Eagle Badge, medals, etc.
14. **Plan, Schedule, and Execute Eagle Scout Court of Honor** Scout and Family
- Plan only after paperwork is returned to Unit
 - Make it personal and fun

Although the process of completing the road to Eagle Scout may seem complicated, it is a simple task when dedicated Scouting Volunteers get involved. **Allow the candidate to participate when possible but do not leave them alone to stumble through the process.** With the proper encouragement and assistance these final steps to can be used as a great lesson for life and will help reinforce the significance of Scouting's highest honor, Eagle Scout.

Sandra Luckett
Brazos District Advancement Chairman

