

**\*\*Please note, Chief Seattle Council is not participating in the Lowe's National Eagle Scout Project Impact grant program. Do not send the grant form in to the council office. Continue to approach Lowe's stores independently if you wish to ask for donated materials. Thanks!**

### Requirements for Completing the Eagle Application Successfully

1. You must use the most recent application which is always available on our website, [seattlebsa.org](http://seattlebsa.org).
2. To fill out the application:
  1. First preference is to use the computer to complete. The application online is a fillable PDF. Typing makes the form readable and there are fewer errors.
  2. Complete using black or blue ink. Applications completed in pencil or colored ink, will be returned to be redone.
3. Fill out all information asked for:
  1. Rank dates .
  2. Merit badges – on the badges where there is a choice, cross off the one not using
  3. Position of responsibility – both a start and end date must be listed. The time frame must be six months after earning Life.
  4. Project name that provides a brief description – not John's Eagle project. Better, cleared a trail at some park. Date project completed.
  5. Grand total of project hours.
4. Unit leader's conference date
5. Scout sign's the application.
6. Registered unit leader (scoutmaster, Venture Advisor or Skipper) signs.
7. Registered committee chairman signs.
8. Proof your name and review it with your parents/guardians. Make sure you are all in agreement on how you want your name to appear on the Eagle certificate.
9. Proof the whole application again before it is submitted.
10. Final step: once you receive the email notifying you that your Eagle has been sent to the district, you must respond to the email. If there are corrections, let us know. If your Eagle certificate needs to be corrected and you did not respond to this email there may be a fee.

After your application is successfully reviewed, the council certifies it and forwards it to the district for the board of review. You, your parents/guardian, unit leader, committee chairman and district Eagle coordinator will receive an email letting you know your application has been sent to the district.

After your have successfully completed your board of review, Promptly return your application to a Chief Seattle Council Service Center via delivery, email, postal mail or fax.

All communication should done by email.

## **Frequently Asked Questions**

### **Should/Can I submit an eagle Scout Extension before the Scout's 18<sup>th</sup> birthday?**

[Eagle Scout extension request](#) if needed must be submitted before the 18<sup>th</sup> birthday. Please read the [National instructions](#). The Chief Seattle Advancement Committee meets at the end of each month so planning early is key. Council's board can only approve extensions up to six (6) months. Any extensions longer require National's approval. For any youth submitting an extension, if approved you will receive additional instructions such as: Upon turning 18 you must complete an adult application ([Paper/PDF](#)), including the [Background Check Authorization](#), take Youth Protection Training for adults, register as a position code UP – Unit Participant. Application is to be approved by your Chartering Organization to continue participation as a youth member, and file your application with the Council Registrar at [membership@seattlebsa.org](mailto:membership@seattlebsa.org).

A copy of the "Extension Approval" letter must be attached to your Eagle Scout application when submitting it to the council service center for processing.

### **What must be done before the Scout's 18<sup>th</sup> birthday?**

Requirements 1 through 6 must be complete before (not the day of) the 18<sup>th</sup> birthday. That includes the Unit Leader conference. While the unit leader and the committee chair may sign after the 18<sup>th</sup> birthday, there should be as little delay as possible. The [Eagle Scout application](#) should be turned in promptly. Applications turned in more than three months after the 18th birthday require extra approvals.

### **I turned in my Eagle Application right before my 18th Birthday. How long do I have to complete my Board of Review?**

An Eagle Scout board of review may occur, without special approval, within three months after a Scout's 18th birthday. If a board of review is to be held three to six months afterward, the local council must preapprove it. To initiate approval, the candidate, his parent or guardian, the unit leader, or a unit committee member attaches to the application a statement explaining the delay. A member of your District Advancement Committee who is a member of the Council Advancement Committee has authority to review and approve your request.

To hold a board beyond six months after the 18th birthday, the candidate, his parent or guardian, the unit leader, or a unit committee member must petition the National Advancement Program Team for authority to do so. The request must explain the reason for the delay, and it must be processed through the local council and sent to the National Advancement Program Team with a copy of the application. A position statement from the Scout executive, designee, or council advancement committee must be included.

### **What position in the troop/team/crew/ship qualify as "positions of responsibility?"**

These are listed in the *Scouts BSA Handbook* for Troops, in the *Venturing Handbook* for Venturers, and the *Sea Scout Manual* for Sea Scouts. The positions are also listed under requirement 4 on the Eagle Scout application. Note, though, that when changes are made, they often appear in the *Scouts BSA Requirements* book before they appear in the *Scouts BSA Handbook*. Be sure to use the current edition of the *Scouts BSA Requirements* book.

### **What must the Scout do or accomplish in his “position of responsibility” in order for it to count?**

He must “serve actively.” *Scouts BSA Handbook*. The Scoutmaster decides and the board of review reviews what service is sufficient, but they are not permitted to add to the requirements nor to reduce them. Duties for Varsity positions are described in the *Varsity Scout Leader Guidebook*, and duties for Venturer positions are described in the *Venturing Handbook*. The requirement is not “leadership,” but rather “responsibility.” (He shows leadership in his project.) See section 4.2.3.4 of the [Guide to Advancement](#) for more details.

### **What is the date to use for the date a rank or a merit badge was earned?**

Use the board of review date for the rank and the date the counselor signed the blue card for the merit badges. You can run a report in either [Scoutbook](#) or [Internet Advancement](#) to show reports of the dates each Merit Badge and Rank was approved. If the dates on your application don't match the dates in the database there can be delays in processing.

### **Where do I get the Eagle Scout Rank Application, Service Project Workbook and any other paperwork needed for the application process?**

The [Eagle Scout Rank application](#), [service project workbook](#), [Letter of Recommendation](#) form, and [Eagle Scout reference letter](#) can be downloaded from [scouting.org](#). **See the links in this last sentence.** The Eagle Scout Service Project Workbook continues to evolve. Major revisions are indicated by the Date. Make sure you and your troop are using the correct workbook and procedure! Outdated Eagle applications will not be accepted, you will be required to complete the current version.

### **What happens if a Scout has a disability that keeps him from earning all the “required” merit badges?**

There is a provision for alternative merit badges for a Scout who is unable to complete all the “required” merit badges. Plans and approvals must be done before the Scout does the alternative merit badges. If he earns a badge before getting approval from the council advancement committee, he may not be able to count that badge as an alternative to one of the “required” badges. Work on this with your district advancement chair immediately when a disabled Scout joins the unit or when a Scout in your unit becomes disabled. See the *Scouts BSA Requirements* book for more information. Units cannot make exceptions other than as noted there and in the *Scouts BSA Handbook*. See also the [Guide to Advancement](#) and the booklet called *A Guide to Working with Scouts with Disabilities*.

## **What is an Eagle Project Coach?**

Many districts now use Eagle Scout service project “coaches.” Though it is a Scout’s **option**, coaches are highly recommended. Their greatest value comes in the advice they provide after approval of a proposal as a candidate completes his planning. A coach can help him see that, if a plan is not sufficiently developed, then projects can fail. Assistance can come through evaluating a plan and discussing its strengths, weaknesses, and risks, but coaches shall not have the authority to dictate changes, withdraw approval, or take any other such directive action. Instead, coaches help the candidate make the right decisions. In many cases, candidates will not have undertaken something like an Eagle service project. Thus, we want them to obtain guidance from others, share ideas, seek plan reviews, and go through other processes professional project planners might use. But like a professional, the Scout makes the decisions. He must not simply follow others’ directions to the point where his own input becomes insignificant. On the other hand, adult leaders must bear in mind he is yet a youth. Expectations must be reasonable and fitting.

It is up to the district to determine who may serve as Coaches and how they might be assigned or otherwise provided to candidates. A Coach is not required for a project. If a Coach is utilized, however, he/she must be registered with the BSA (in any position) and have taken BSA Youth Protection training, and may come from the unit, district, or council level. Coaches need to turn in the [Eagle Project Coach Form](#) to their district Eagle Coordinator or the council office.

## **Does it matter what order people sign the project proposal approvals in the Eagle Scout Service Project Workbook? That is, must the benefiting organization sign off before the scoutmaster and unit committee? Must the scoutmaster sign before the unit committee?**

It makes sense to have the approvals done in the order presented- unit leader (Scoutmaster, Venture Advisor, or Skipper), unit committee, and beneficiary. They are not required to be in that order, but all three should be there when the proposal is presented for the district approval.

## **Must the project be approved before you start work on it?**

The Eagle Scout Service Project Workbook calls for the approval of the project proposal before you proceed. The proposal must be sufficiently developed so the district advancement committee can be sure the work will meet all requirements listed below. Do NOT start the project until AFTER you have the approvals SIGNED in the workbook.

## **What constitutes and acceptable Eagle Scout Project?**

1. It provides sufficient opportunity to meet the Eagle Scout service project requirement. You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community .
2. It appears to be feasible. You must show the project is realistic for you to complete.

3. Safety issues will be addressed. You must show you have an understanding of what must be done to guard against injury, and what will be done if someone does get hurt.
4. Action steps for further detailed planning are included. You must make a list of the key steps you will take to make sure your plan has enough details to be carried out successfully.
5. You are on the right track with a reasonable chance for a positive experience.

### **In the Chief Seattle Council, When do I need to get a Project Fundraising Application Approved?**

Read the Fundraising Application in your Eagle Project Workbook carefully. If your fundraising efforts for your project meet any of the conditions that required Fundraising Application Approval then you must get your application approved. In the Chief Seattle Council, Fundraising Application approval is delegated to your District Advancement Committee. The District Advancement Committee Member who approves your project may also approve your Fundraising Application. You do not need to submit your application to the Council Service Center to be routed to that individual. In the Chief Seattle Council, fundraising efforts that are expected to raise less than \$500 do not require an application.

### **I am doing a (Blood, Food, Clothing, etc.) Drive for my project how much do I need to collect?**

The Eagle Scout Candidate along with the Project Beneficiary Organization will set this standard. Your Unit leaders and District Advancement Committee members that approve your project will help you insure that your project meets the definitions in the Eagle Project Workbook.

### **Who may work on the project? May people work on it who are not Scouts?**

Anyone may work on it. Recruiting people who are not in Scouting may even reflect good leadership skills. Keep in mind, though, that the Scout is to LEAD the project, not just work on it.

### **Where do I submit my Eagle Application After my Board of Review?**

**To Earn Your Eagle Scout Rank, You Must Complete the Process by Returning Your Application to the Chief Seattle Council Office!**

You are not an Eagle Scout until your application has been certified by both the Chief Seattle Council and the National council and you should not plan your court of honor until you receive notification. The single most important step in accomplishing this is to:

### **Return your application to the Chief Seattle Council office**

1. At the completion of your board of review, agree and understand who is responsible for returning your application to the office – you and your family, your troop, or someone from the board.

2. Methods of returning the application:
  1. Email – [membership@seattlebsa.org](mailto:membership@seattlebsa.org) – only PDF's are accepted
  2. In person: address is 3120 Rainier Ave S, Seattle WA 98144, hours are Tuesday – Friday, 10 am – 5 pm
  3. Mail – Chief Seattle Council, 3120 Rainier Ave S, Seattle WA 98144
3. If you want your certificate returned quickly, you can have it expedited. The National Council charges \$75.00; [complete this form](#) and return it with your Eagle application.

### **Who sees my Eagle Project Workbook after my project is complete?**

Please do not send or mail the Eagle Project workbook to the Chief Seattle Council Service Center. Your District Advancement Committee will make arrangements with the Eagle Candidate to bring their Project Workbook to the Board of Review or provide a copy ahead of the Board of Review for board members to review.

### **Do I need to turn in my Statement of Ambitions and Life Purpose with my Eagle Application?**

The preparation of your Statement of your Ambitions and Life Purpose is to help you prepare for your Board of Review. The Eagle Application asks you to attach it to your Eagle Application. In the Chief Seattle Council the Registrar will forward your approved Eagle Application along with your statement to your District Eagle Advancement Chair who will schedule your Board of Review with you. In the Chief Seattle Council you may provide this statement directly to your Board of Review Chair and you are not required to submit it to the Council Office attached to your Eagle Application.

### **How long does it take for the council to review the application and forward it to the district to schedule a board of review?**

It usually takes about seven working days. If problems are found, an email is sent detailing the problems with an attached scan of the Eagle application. This email is sent to the Scout, parents, unit leader, committee chairman, and district Eagle Coordinator. If there are no problems, an email is sent to the Scout, parents, unit leader, committee chairman and district Eagle Coordinator informing that the application has been forwarded to the district.

An exception to this time frame, is approximately the last two weeks of December through the second week of January. During that time applications are not reviewed for district boards unless there are extenuating circumstances. Contact your district Eagle coordinator to determine if your need meets the criteria.

### **How long does it take for the district to schedule the board of review and who do I contact about scheduling my board of review?**

It can take up to six weeks to schedule, due to the volume of applications. For questions about scheduling, contact your district Eagle coordinator. The coordinator's contact

information was included in the email notifying that your application was forwarded to the district. Also, listed on the Eagle advancement page on the council website. The council office does not schedule the boards; they are all scheduled by the district.

### **Who may serve on the board of review for the Eagle Scout rank?**

Eagle Scout boards of review are coordinated by the district advancement committee. The membership requirements are different from other ranks. There must be at least three members and no more than six. One or more will be from your district advancement committee. All members must be 21 year old. For the Eagle Scout board of review, members do not have to be registered in Scouting, but they must understand the importance and purpose of the Eagle Scout board of review. The Scout's parents or guardians, unit leaders (Scoutmaster, Varsity Coach, Venture Advisor or skipper), and assistant unit leaders (assistant Scoutmaster, Assistant Varsity Coaches, Associate Advisors or Mates) may not be on the board. *Guide to Advancement 8.0.3.0.*

### **How are the members of an Eagle Scout board of review chosen?**

The districts do this in various ways. Your district advancement chair or district Eagle Scout advancement coordinator will explain the process.

### **After the Eagle Scout board of review, what paperwork actually gets turned in to the Council Service Center?**

Only the Eagle Scout rank application goes to the council after the board of review. When you turn in your application, a copy will be made and you will be given back your original. You may email a scan of your application to [membership@seattlebsa.org](mailto:membership@seattlebsa.org).

### **How long does it take for the approval from the National Council, after the Eagle application is submitted to the council following the board of review?**

Approval by the national council takes about 24 hours. It takes about 3 weeks for the certificate package to be returned to the council office. While it usually takes about three weeks, there is no guarantee. If you absolutely need it by a certain time, then have your certificate expedited.

### **Is there a way to get a faster response from the National Council?**

Yes. When you submit your application after the board of review, [request expedited handling](#). You will be given a form to fill out requiring a credit card. The National Council charges \$75 to expedite; the council charges nothing. Your certificate is back in about 7 business days.

### **When may the Eagle Scout rank award or cloth badge be worn?**

You may not wear the award or cloth badge until the National approval has been received. *Advancement Committee Policies & Procedures*. Adults do not wear rank badges at all, so you may wear it only until your 18<sup>th</sup> birthday. Adults who are Eagle Scouts may wear a square knot over the left pocket showing they are Eagle Scouts or may wear the award on formal or dress occasions.

### **Can I get a replacement if I lose my Eagle Scout certificate or wallet card?**

Yes, from the National Supply Division. [Here is the form to request duplicate credentials.](#)

### **What are the most common problems that delay processing an Eagle Scout rank application?**

- Most common problem is item 4. "While a Life Scout, serve actively for a period of six months in one or more of the following positions of responsibility". **List only those positions served after the Life board of review date.** The most common problem is that the position or positions listed are before earning the Life rank or a non-qualifying position is listed.
- The application is not signed by the registered unit leader (Scoutmaster, Varsity Coach, Venturing Crew Advisor, Skipper). Have your troop access the internet advancement program to obtain a roster that shows current leadership. Units frequently make leadership changes and do not submit those changes to the council which results in an application being delayed due to conflicting information.
- The council has no record of some ranks or merit badges. Have your troop access the internet advancement program to review the records. The troop can update any information that is missing or you can submit copies of rank and merit badge cards (blue cards) along with the Eagle Scout rank application.
- An older version of the Eagle Scout application is submitted. New applications ask for more information than the older ones which cause a delay in processing. Always go to the website and download the most current version. Units frequently have outdated forms on file that should not be used.
- Failure to list all the references required on the front of the Eagle Scout rank application. You must list a reference for every line (if you are not working, no employer is required). Without an employer, 5 references must be listed.
- No project completion date, project title, or hours are listed under item 5.
- No scoutmaster conference date is listed under item 6.

### **My Eagle Certificate has an error, can I get a new one?**

Yes you can. There will be a fee if certain conditions have not been met. First, you must have reviewed and responded to the notification email. Certificates not reviewed with 90 days of the date certified to be an Eagle, will always have a fee.

### **Who do I contact if I have questions?**



You can call the council service center: 206.725.5200 or 1.800.262.0133 or contact your district Eagle coordinator.