

## Mustang District's Eagle Paperwork Flow & Procedures (Rev 2/15/10)

**\*\*A Scout can begin his Eagle project process as soon as he attains Life rank.\*\***

The Eagle Scout Leadership Service Project Workbook latest version must be used. The workbook must be filled out completely: names, address, phone numbers, dates, signatures, and photos. If photos are not applicable for the "before project" then marked the page "N/A". Be sure to include after and/or during photos.

If a Scout decides to use a combination of the workbook and word processing, excel or like program that is acceptable. The workbook can be put in a notebook to allow additional pages to be added. Using plastic page protectors is recommended.

The "Project Details" should include everything listed in the workbook: present condition, method (how?/step-by-step directions), materials needed, project helpers, time schedule, and safety hazards for carrying out the project. A good web site for guidance is:

<http://home.flash.net/~smithrc/eagleprj.htm>

After the project write up is complete and detailed, the Scout should seek the signatures of the benefiting organization, his Scoutmaster and the Unit Committee. The Unit should not require a lengthy formal presentation of the project by the Scout. If any of the above parties feel the write up is lacking, they should send the Scout back to make revisions/make additions before signing the workbook. The last signature the Scout should obtain is from the District Advancement Chair. The Scout should call the District Advancement Chair to set up an appointment. Generally, the Advancement Chair will need at least a week's notice to review a project after the Scout contacts her/him.

**\*\*No work can begin on the project/no materials or donations collected until the District signature is obtained; doing so can turn an Eagle Project in to a Community Service Project.\*\***

After the project has been completed, the Scout should complete the "Carrying Out the Project" portion of his Eagle Scout Leadership Service Project Workbook. Once the write-up is complete, he needs to obtain the appropriate approvals signatures: his own, his Unit Leader and the benefiting organization.

After all the requirements for Eagle have been met, the Scout should request a Detailed Individual History Report from his unit's Advancement Chair. The Scout should check the accuracy of the merit badges earned and their dates, as well as his leadership positions and time served. Having this report will make filling out the Eagle Application much easier. If the report is accurate, it should be signed by the unit's Advancement Chair and Unit Leader.

**\*\*Turning 18:** All requirements up to and including the Scoutmaster Conference must take place before the Scouts 18<sup>th</sup> birthday. The Scout automatically has up to 89 days after his 18<sup>th</sup> birthday to complete his Eagle Board of Review.\*\*

After the Scoutmaster conference has been completed, the Scout needs to obtain the unit Leader and Committee Chair's signatures on his Eagle application. Unit Leaders and Committee Chairs should consider the Eagle Application Requirement 6 as an official part of the application. After all the paperwork is in order, the Eagle Application needs to be verified. Make an appointment at Council Office with the Eagle Application processor. Take with you: Eagle Application, blue cards, individual history report from your unit (signed by 3 members of the unit committee), your Handbook, and a copy of the final page from your Eagle Scout Leadership Service Project Workbook with appropriate signatures in place (do not bring original).

<http://www.longhorncouncil.org/Info/Advancement/Eagle-Certification.aspx>

Once the application has been signed by Council office, the Scout needs to call the District Advancement Chair and set up an Eagle Board of review. Generally, at least two week's notice is required. The Advancement Chair will work with you on getting your application, including Requirement 6 to her/him. A designated member of your Unit Committee will need to recruit a minimum of two adults to sit in on your Board of Review. All members must be 21 or over and cannot be relatives, Scoutmasters or Assistant Scoutmasters. If you have a favorite Scoutmaster or Assistant Scoutmaster you would like to sit in with you on your Board, that is fine. They can sit behind you quietly, they are not an active part of the Board. A Unit Leader should introduce you to your Board. Bring with you: your Eagle Project book, your BSA handbook,

