



The 12 Steps of Life to Eagle

These 12 steps have been outlined to ensure a smooth procedure for the Scout, the unit leadership, and the volunteers who are to conduct the board of review.

Required for Eagle

Step 1	Complete Requirement of Tenure
Step 2	Eagle Service Project
Step 3	Eagle Scout Rank Application

Application Process

Step 1	Eagle Scout application completed
Step 2	Obtain required signatures
Step 3	Council Verification
Step 4	References contacted
Step 5	Board of Review Scheduled
Step 6	Board of review conducted
Step 7	If approved, packet turned into council
Step 8	Scout Executive signs application
Step 9	National Advancement Team validates application

Required for Eagle do not move forward until these are completed.

1. The first step for an Eagle candidate is to complete the requirements of tenure; Scout Spirit; 21 merit badges (13 Eagle Required); positions of responsibility; while a Life Scout, plan, develop, and provide leadership to others in a service project; and the Scoutmaster conference.
2. Using the [Eagle Scout Service Project Workbook](#), the candidate must select his Eagle service project and have the project concept approved in this order by the Scout Master, Unit Committee Chair, the benefactor of the project, and reviewed and approved by the council or district advancement committee. Your proposal, the logical first step, should emphasize your intention to give leadership to others through proper planning and development. Communicate with the beneficiary often to ensure the project meets the organization's needs once it is completed. The workbook is to be completed and approved in 3 phases.
 1. Project Proposal (approved prior to planning)
 2. Project Plan (who, what, where, when, how, time and how much)

3. Project Report or Closure (Roses, buds, thorns)
3. It is imperative that all requirements for the Eagle Scout rank except the board of review **BE COMPLETED PRIOR** to the candidate's 18th birthday. When all requirements except the board of review for the rank of Eagle, including the service project, have been completed, the [Eagle Scout Rank Application](#) must be completed and sent to the council service center promptly. (Youth members with disabilities should meet with their unit leader regarding extensions.)

The Eagle Application Process after Project

1. Complete the [Eagle Scout Rank Application](#). The Scout must complete the current and official Eagle Scout Rank Application. No other form or application method is permitted. Careful review and thorough proofreading will help prevent delays. Remember, everything is verified by the local council; discrepancies and errors will lead to a form's return. Dates, signatures, references, merit badges, positions of responsibilities, and attachments that include [Eagle Scout Service Project Workbook](#), statement of ambitions and life purpose (minimum 1 page), and listing of positions, honors, and awards.
2. Obtain required signatures from the Scoutmaster and Committee Chair.
3. Council Verification. The Scout takes the completed application and attachments to the council to be verified against Scouting America records. If there is a discrepancy the packet will be returned to the scout to work with the Scoutmaster and advancement chair for corrections. Once correct, the scout must return the completed packet to the council for verification against Scouting America records. Once verified, the council will sign the application and return the complete packet to the Scout so that a board of review can be scheduled.
4. References contacted. The Scout is responsible for requesting references from the four people listed on the application—this is a valuable life skill. Councils choose the method (letter, email, online form, etc.) and where submitted. Electronic submissions are allowed only if confidentiality at all stages is guaranteed. Requested references may be returned to the Scout in a sealed envelope, or sent to a designated unit, district, or council adult for safekeeping until the Eagle Board of Review. If after diligent effort four recommendations are not received, the board of review can go forward without them. If the Scout chooses to go forward, the board may ask about their efforts but may not deny advancement based only on lack of references.

Completed reference responses of any kind are the property of the council and are confidential, and only review board members and those officials with a specific need may see them after the board. The responses are not to be viewed by or returned to the Scout. Doing so could discourage the submission of negative information. Those providing references do not have the option of waiving confidentiality. Once a review has been held, or an appeal process conducted, responses must be returned to the council, where they will be destroyed after the Eagle Scout credentials are released or the appeal is concluded. In Scouts BSA, advancement references are required only for Eagle Scout rank.

Who can be a reference? **Cannot Be:** Scout Unit leader, Committee Chair, Asst SMs. A Parent or Guardian as a reference is strongly discouraged.

Allowed individuals: Religious leader/teacher, Work Supervisor, long time Neighbor(s), Teacher(s), Sports Coach(s), Leader of Scout's other Organization (4H, FFA, etc.). Discuss with your Unit Leader if you have trouble finding enough references.

A sample letter is provided here: [Eagle Scout Reference Letter](#)

5. Board of Review. The board of review for an Eagle candidate is composed of at least three but not more than six members. One member serves as chairman. Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of a Scout's board of review. The board of review members should convene at least 30 minutes before the candidate appears to review the application, reference checks, and leadership service project report. At least one district or council advancement representative must be a member of the Eagle board of review if the board of review is conducted on a unit level. A council or district may designate more than one person to serve as a member of Eagle boards of review when requested to do so by the unit. It is not required that these people be members of the advancement committee; however, they must understand the importance of the Eagle board of review.
6. The candidate's unit leader introduces him to the members of the board of review. The unit leader may remain in the room but does not participate in the board of review. In no case should a relative or guardian of the candidate attend the review, even as a unit leader. There is no set of questions that an Eagle candidate should be asked. After the review, the candidate and his unit leader leave the room while the board members discuss the acceptability of the candidate as an Eagle Scout.

The decision must be unanimous. If the candidate meets the requirements, he is asked to return and is informed that he will receive the board's recommendation for the Eagle Scout rank. If the candidate does not meet the requirements, he is asked to return and told the reasons for his failure to qualify. A discussion should be held with him as to how he may meet the requirements within a given period.

Should the applicant disagree with the decision, the appeal procedures should be explained to him. A follow-up letter must be sent to the Scout confirming the agreements reached on the action(s) necessary for the advancement. If the Scout chooses to appeal, the board should provide the name and address of the person he is to contact.

7. Immediately after the board of review and after the application has been appropriately signed, the application, the service project report, attachments and a properly completed Advancement Report are returned to the council service center.
8. The council Scout Executive signs it to certify that the proper procedure has been followed and that the board of review has recommended the candidate for the Eagle Scout rank. This workbook and references are retained by the council. The workbook may be returned to the Scout after council approval.

Only the Eagle Scout Rank Application is forwarded to the National Eagle Scout Service.

9. National Advancement Program Team validates the application. Notice of approval is given by sending the Eagle Scout certificate to the local council. The date used on the certificate will be the date of the board of review. The Eagle Award must not be given to any unit until after the certificate is received by the council service center. The Eagle Scout court of honor should not be scheduled until the local council receives the Eagle Scout rank credentials.

References:

[Guide to Advancement 2025 | Scouting America](#)
[Eagle Scout Service Project Workbook](#)
[Eagle Scout Rank Application](#)