

Important Information for Westark Area Council Eagle Candidates

1. **CRITICAL DEADLINE:** ALL work and activities required for Eagle Advancement must be completed before your 18th birthday, except for the “BSA Local Council Certification” section of the Eagle Scout Rank Advancement Form, the Letters of Recommendation, and your Eagle Scout Board of Review! The “BSA Local Council Certification” section and your Eagle Scout Board of Review may occur after your 18th birthday. Your Scoutmaster’s Conference and all required signatures in your typed Eagle Scout Leadership Service Project Workbook and typed Eagle Scout Rank Application must be completed before the day of your eighteenth birthday. It is also required that the Letters of Recommendation form be given to all persons listed on the Eagle Scout Rank Application, requirement #2, by your eighteenth birthday, although their response may be after your 18th birthday.

2. **EAGLE PROJECT WORKBOOK:** Complete all questions in the “Eagle Scout Service Project Report” section of the Eagle Scout Leadership Service Project Workbook. You will probably need to attach additional sheets of paper to complete some sections of the workbook. The entire completed workbook, including photographs which show before, during and after views of your project if you have them, as well as any other explanatory documentation such as maps, handouts or printed materials, should be submitted with the Eagle Rank Application.

3. **EAGLE SCOUT RANK APPLICATION:** Make sure that each of the **REQUIREMENTS** on the Eagle Rank Application (noted in red on the application) are dated prior to your 18th birthday. These include requirements 1, 3, 4, 5, and 6.

4. **APPLICATION SIGNATURES:** Be sure to obtain the signatures with dates from your Scoutmaster, Coach, Advisor, or Skipper and your unit committee chairperson on the Eagle Scout Rank Application.

5. **AVAILABLE ON-LINE:** The Eagle Scout Rank Application is available on–line to be completed, or typed, or filled out with a neat legible ink together with the Requirement 6 Statement of Ambitions and Life Purpose.

6. **MERIT BADGE LISTING:** On Requirement 3 of the Eagle Scout Rank Application, under Merit Badges, note that you are to cross out the listed merit badges that you did not earn towards the rank of Eagle Scout for Merit Badge #7 and #9. (In other words, if you earned Lifesaving rather than Emergency Preparedness in #7, cross out Emergency Preparedness. Do the same for #9)

7. **PHOTOCOPY EVERYTHING!** Make a photocopy of all your Eagle Advancement Material that you are submitting! Things do get lost in the mail or when they are exchanged from person to person. **WHEN PAPERWORK IS COMPLETE:** Mail your 1) Eagle Scout Leadership Service Project Workbook, your 2) Eagle Scout Rank Application with your Requirement 6 document which includes you're a) letter of Ambitions and Life Purpose and, b) listing of positions held in your religious institution, school, camp community or

organizations during which you demonstrated leadership skills, including honors and awards received, to YOUR District Eagle Chairperson.

9. BROADCAST THE NEWS: Contact and thank all your family, friends, and leaders that pushed you to do your project and get your paperwork submitted and tell them that you have finally finished your Eagle Project, your Eagle Paperwork, and that it has been submitted to District! (Not a requirement, but a good idea!)

10. LETTERS OF RECOMMENDATION: Each person listed on the Eagle Scout Rank Application Requirement #2 should submit a Letter of Recommendation. Only the employer, if none, can be omitted. If a Scout is not affiliated with an organized religion, then the parent or guardian provides this reference. The listing of addresses, telephone numbers and email contact information is required. Have your Letters of Recommendation, written by the individuals you listed on your Eagle Scout Rank Application, Requirement #2, sent directly by the person making the recommendation to your District Eagle Chairperson.

11. RECEIPT OF PAPERWORK: You may contact your District Eagle Chair three weeks after submittal of the Eagle Scout Rank Application.