

## **LONE STAR DISTRICT EAGLE SCOUT RANK APPLICATION PROCESS**

Complete all the requirements- Unit confirms all requirements have been completed: merit badges, service projects, active participation, scout spirit, positions of responsibility, etc.

Prepare the Eagle Scout Service Workbook No. 512-927 - This requires input from the Scout, the Unit and the District. It shows the project proposal was approved ahead of time and properly accepted by all parties when finished. The District has two methods of obtaining a project approval. The preferred method is for the Scout to sign up for a project proposal conference at the Lone Star District website. These events are scheduled every month. The second option is to contact the District Advancement Chairman who will schedule a special meeting to review the project. In both cases, all Unit and beneficiary signatures must be obtained before the District representatives will review the project. Signatures from the Unit indicate that the Unit believes the project conforms to the National Guidelines for Eagle Scout Service Projects.

Complete the Application- The Scout must complete the official Eagle Scout Rank Application (No. 512-728). The information will be verified by the Council prior to a Board of Review. Make sure all required dates are filled out, list six references (including address, e-mail and phone numbers (five if not employed), if not affiliated with an organized religion parent provides this reference, merit badge information, list one of the approved positions of responsibility and write a statement of ambition and life purpose.

References are Collected- Unit is responsible for collecting letters of reference. Scout may request letters of reference but in all cases they must be returned to the Unit Leader and delivered to the Board of Review unopened by the Unit Leader.

Obtain Required Signatures- Unit Leader and Unit Committee Chair signatures represent approval to move on to a Board of Review. The signers check the application for accuracy of time span between ranks, merit badges and position of leadership.

Submit to Council Service Center- The application or a copy is submitted to the Council for verification. It may be turned in at the Fairview office, faxed (214-509-2199) or scanned and e-mailed to [571.eagle@scouting.org](mailto:571.eagle@scouting.org). If e-mailed, the subject lines should include the Unit (Troop, Team or Crew), unit number and district. Please allow 7-10 business days to verify all applications.

Council Verifies Application- The Council notifies the Eagle Contact (listed on the application or e-mail) when verified or if there is incomplete or incorrect information. Board of Review is scheduled.

Board of Review is Scheduled- In the Lone Star District, Boards of Review are scheduled monthly and Scouts may sign up for a Board of Review on the Lone Star District website. Confirmations (including details about what to bring) are sent to the Scout and his Unit Leader via e-mail.

Application Returned to Council- If a Board of Review approves a candidate, the signed application is sent to the Council. Letters of reference and any other confidential information is retained by the District Advancement Chairman.

Council Sends Application to National- at the Council, the Scout Executive signs the application, certifying that proper procedures were followed. The application is entered into ScoutNET and sent to National.

National Returns Eagle Package- National validates the application and sends the Eagle Package to Council.

Council Contacts the Eagle Contact- The Fairview office will contact the Eagle Contact to pick up the Eagle Award kit and certificate.