

Follow the official Eagle Scout Board of Review Process, found here:

<https://www.utahscouts.org/files/30046/Eagle-Scout-Board-of-Review-Process>

Supporting details are available in this document. If discrepancies are identified, the official process takes precedence.

The Scout has the responsibility to take all actions identified in this process unless otherwise noted.

The primary point of contact for questions and assistance is your Troop Advancement Chairman.

#### Adult Leader Roles

Role	Person as of 1/27/2024
Troop Advancement Person/Chairman/Coordinator Unit Advancement Person/Chairman/Coordinator	Piper Blankinship
Scoutmaster Unit Leader	Ryan Nielsen
Committee Chairman Unit Committee Chair	Dan Krutina
Council Eagle Coordinator Eagle Scout board of review chair	Larry Horspool

1. **Complete Eagle Project.** Start this immediately after obtaining Life rank. Do not wait until all 21 merit badges have been completed.
  - a. Download a copy of the Eagle Scout Service Project Workbook from the link available on the council's Eagle Resources page: <https://www.utahscouts.org/eagle>
  - b. Read and understand pages 2-5, which explain project requirements.
  - c. Complete the Project Proposal aspect of the project
    - i. Complete the following:
      1. Title page
      2. Eagle Scout Service Project Proposal, which is the first section
      3. Eagle Scout Service Project Fundraising Application, which is at the very end of the second section
    - ii. Email a copy to the Troop Advancement Chairman, or meet with them in person. This is the first review for feedback. Continue working with this person until they say it's ready for the Troop Committee Review. At that point, proceed to the next step.
    - iii. Schedule a Troop Committee Review with the Scoutmaster, Committee Chairman, Troop Advancement Chairman, and anyone else you would like feedback from. The outcome of this review should be troop approval on the Eagle Project Proposal and Fundraising Application.
    - iv. Give the project beneficiary "Navigating the Eagle Scout Service Project", which is on the 3<sup>rd</sup> and 2<sup>nd</sup> to last pages of the Eagle Scout Service Project Workbook. Obtain approval from the project beneficiary via their signature at the end of the Project Proposal section.
    - v. Schedule a review with the Council Eagle Coordinator. Bring the project proposal and fundraising application, including all signatures. The outcome of this review should be Council or District Approval to begin the Eagle project.
  - d. Execute the Eagle Project

Eagle Scout Path – Troop 146  
Crossroads of the West Council, Weber Rapids District

- i. Complete the Eagle Scout Service Project Plan, which is the second section of the workbook. Work with your mentor and project beneficiary to ensure the plan is detailed and sound.
    - ii. Keep track of all the project related hours for all participants throughout the project. This includes planning, driving, fundraising, shopping, etc.
    - iii. Communicate project schedule to the troop and other potential volunteers.
    - iv. Execute the project.
  - e. Write Project Report and obtain approval
    - i. Complete the Eagle Scout Service Project Report, which is the final section of the workbook.
    - ii. Email a copy to the Troop Advancement Chairman, or meet with them in person. This is the first review for feedback. Continue working with this person until they say it's ready for beneficiary and Troop Committee Review. At that point, proceed to the next step.
    - iii. Obtain approval from the project beneficiary via their signature at the end of the Project Report section.
    - iv. Schedule a Troop Committee Review with the Scoutmaster, Committee Chairman, Troop Advancement Chairman, and anyone else the Scout would like to include. The outcome of this review should be troop approval on completion of the Eagle Project.

**2. Complete all 21 merit badges** required for the Eagle Rank

- a. The Merit Badge Process may be found here: <https://www.scouting.org/skills/merit-badges/>
- b. Eagle Required Merit Badges may be found here: <https://www.scouting.org/skills/merit-badges/eagle-required/>
- c. All merit badges may be found here: <https://www.scouting.org/skills/merit-badges/all/>
- d. Merit Badge worksheets can help you organize your work to pass off requirements. They may be found here: <http://www.usscouts.org/mb/worksheets/list.asp>

**3. Complete Eagle Scout Rank Application**

- a. Download a copy of the Eagle Scout Rank Application from the link available on the council's Eagle Resources page: <https://www.utahscouts.org/eagle>
- b. Complete the application in full, including the references section.
- c. Ask the references listed on the Eagle application to write a letter of recommendation telling how you live by the principles of the Scout Oath and the Scout Law in your daily life. You must ask the references to email the letter directly to the Troop Advancement Chairman. You (the Eagle applicant) should not receive nor view the letter.
- d. In the merit badge section on the hard copy, follow the instructions on the application: "Cross out badges not earned. If a crossed-out badge in #8, #9, or #11 was earned, it may be reentered in 15 through 21. You must attach the Application for Alternative Eagle Scout Rank Merit Badges for those merit badges earned in place of the Eagle required badge(s)."
- e. Email a copy of the completed application to the Troop Advancement Chairman, or meet with them in person. This is to verify the dates on the form are consistent with the dates on your official record in Scoutbook online. Continue working with this person until they say the application is correct. At that point, proceed to the next step.

- f. Schedule an Eagle Scoutmaster's conference. The outcome should be the Unit Leader's signature on the application.
- g. Obtain the Committee Chairman's signature on the application.

#### 4. Complete Eagle Board of Review

- a. Prepare a very neat and organized binder for the Eagle Board of Review that includes the following:
  - i. Completed Eagle Scout Service Project Workbook, including signatures, fundraising approval, and pictures.
  - ii. Completed Eagle Scout Rank Application, not yet including the BSA Local Council Verification.
  - iii. Statement of ambitions and life purpose.
  - iv. Listing of positions held in religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service.
  - v. Space for letters of recommendation (to be added later by Troop Advancement Chairman).
- b. Turn the binder into the Troop Advancement Chairman. The Troop Advancement Chairman will:
  - i. Obtain BSA Local Council Verification on the Eagle Scout Rank Application.  
**CRITICAL: The BSA Local Council Verification MUST be obtained BEFORE the Eagle applicant's 18<sup>th</sup> birthday.**
  - ii. Put the letters of recommendation into the binder.
  - iii. Deliver the binder to the Council Eagle Coordinator.
- c. The Council Eagle Coordinator will:
  - i. Contact the Eagle candidate to schedule the Eagle Board of Review.
  - ii. Contact the Troop Advancement Chairman and notify them of the schedule.
- d. If the Troop Advancement Chairman is unable to attend, they will assign a delegate.
- e. Attend your Eagle Board of Review. Parents are encouraged to attend. They will not participate in the board, but may observe.
- f. If the Eagle candidate is approved, their Eagle Board of Review date will be the date they achieved the rank of Eagle, as well as any Eagle Palms earned.

#### 5. Eagle Court of Honor

The Eagle Scout and parent/guardian will be notified via email when the Eagle Scout Certificate is ready, which may take a few weeks. Scouts local to the Ogden office may choose to pick up the certificate for free at the Ogden office and then purchase the Eagle presentation kit directly from any scout shop location. Troop 146 does not purchase the Eagle presentation kit for their scouts, but will purchase Eagle Palms, which may be presented at the Eagle COH.

The Eagle Scout and their parents may plan and schedule the Eagle Court of Honor to be held whenever and however they would like. They may work with the Troop Advancement Chairman to schedule in the HUB of Washington Heights Church on a Monday night during troop meeting, if they would like. Here are a couple of helpful links for planning and executing the Eagle COH:

<https://scoutsmarts.com/eagle-scout-court-of-honor-planning-and-prep/>

<https://scoutsmarts.com/eagle-scout-court-of-honor-sections-and-agenda/>