

Troop 770 Instructions Filling out the Eagle Scout Application

IMPORTANT NOTES: This is only a guide, and not a substitute for reading all the instructions on the Eagle Scout Rank Application. Accurate spelling, punctuation, capitalization and completely filling out the application is **mandatory**. Only your best is expected and nothing less will be accepted.

OVERVIEW: The Eagle Scout Rank Application is the official document that goes to BSA Headquarters after your board of review, and certifies you have met all the requirements for Eagle. Because of this it is heavily scrutinized for accuracy, as it is not only a reflection of you and your attention to detail but also of Troop 770 and its adult leaders. You can start filling it out at any time but it will not be signed by the Committee Chair and verified by the Quapaw Council until all your Eagle requirements are complete.

GETTING STARTED: Download a current version of the Eagle Scout Rank Application from the BSA website to ensure you have the current form. <http://www.scouting.org/>. The form changes periodically, you will have to redo your application if not on the current form. The form is a fillable pdf, and it is recommended you fill it out electronically in case you have to make changes.

YOUR INFORMATION: Request the Advancement Coordinator email or print out a copy of your Advancement Summary from Scoutnet (your official BSA record). Use these dates when filling out your application, as these are the dates that the Council will check for when they verify your application. **DO NOT USE** the dates in Troopmaster, as they may be different. If you note differences between your Advancement Summary and Troopmaster notify the Advancement Coordinator so Troopmaster can be corrected. As per the instructions use your LEGAL name on your application.

REQUIREMENT 2, REFERENCES: List people who would be willing to write a letter of recommendation for your Eagle board of review. The Advancement Coordinator will use this information to contact them with additional information on what to write and were to send the letter of recommendation. It is helpful if you have at least four, and people from various aspects of your life (i.e. church, school, work, other activities, family members who are not your parents). **PROVIDE COMPLETE** contact information: name, physical address (including city and zip code), email, and phone number. If someone is willing to be a reference tell them they will be contacted by the Advancement Coordinator and that their letter will be sent directly to him/her and their letter will only be seen by the Board of Review. **PLAN AHEAD:** It takes two to three weeks before people will normally return letters of reference so the sooner the Advancement Coordinator has this information the sooner he can schedule your board of review.

REQUIREMENT 3, MERIT BADGES: This is a very tricky part of the application so pay attention to properly fill out all the blocks. 1) Use the dates from your advancement summary 2) Put only those 21 merit badges you are using for credit for Eagle 3) Put the number of the Troop you were in when you

earned the merit badge after the date you earned the badge 4) For blocks that list multiple merit badges (7, 8, 10) put the date for the badge you earned or are using for credit to Eagle and line through the other badge/badges. For example, EMERGENCY PREPAREDNESS ~~OR LIFESAVING~~

REQUIREMENT 5: Use a name for your Eagle Project not what you did, for example "Burns Park Trail Bridge Replacement" would be a good project name.

REQUIREMENT 6 Scoutmaster Conference: Once you have completed all the requirements for Eagle you can schedule a Scoutmaster conference. You do not have to have the application completed in order to have a Scoutmaster Conference. Place the date of that conference on the application.

REQUIREMENT 7: This requirement states *"attach to your Eagle Scout Rank Application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service."* There is no right or wrong way to write this statement, use whatever words best describe you, not what you think other people might want to hear. Strive for at least one page, but there is no limit to how long your statement can run. If you can list *"...positions held in your religious institution..."* put them on a separate page and put an appropriate title on the page.

PRINT OUT THE APPLICATION: Color printing is highly desired. Two sided printing is desired but not required.

SIGN THE APPLICATION: Place your completed application in a document protector and place in the front of your Eagle Project binder. Print your statement of ambition and life purpose, place in a document protector and place behind the application. Place the copy of your Advancement Summary inside the front cover.

WHAT NEXT – PRIOR TO LEADER SIGNATURES: When your application is completely filled out and proof read, provide your eagle project binder (with application, statement of ambition and life purpose, and advancement summary) and your Scout handbook to the Advancement Coordinator for review. When he/she is satisfied the application is 100% correct you can obtain Scoutmaster and Committee Chair signatures.

BSA LOCAL COUNCIL VERIFICATION: When complete and all signatures are obtained, take your application and all other items mentioned above to Ms. Johnnie Hooper at the Quapaw Area Council at 3220 Cantrell Rd in Little Rock for verification. Her phone number is (501) 6644780, ext 230. Call ahead to make sure she will be in when you get there. She will either verify and sign your application while you wait or if she is busy she will call you when it is signed, normally within a few days.

LAST STEP: Once your application is verified by the Council notify the Advancement Coordinator and provide him/her all the materials you took with you to the Council. Your board of review will now be scheduled in coordination with the District Advancement Committee, normally within two to three weeks.