



BOY SCOUTS OF AMERICA®

Five Rivers Council

Five Rivers Council Eagle Process

1. Once a Scout reaches Life Rank, they may begin working on their Eagle Project Planning.
2. All reference materials and required documents for the Eagle process can be found on the Council website at www.fiveriversbsa.org, click on Resources, → Advancement, → Eagle Scout Information.
3. **Read the [Eagle Scout Service Project Workbook](#) and [The Eagle Scout Rank Application](#) in the entirety.**
4. The Scout should obtain a blank copy of the Eagle Scout Rank Application. This application will serve as a working copy to ensure that all advancements are completed and recorded with the Council. The application also provides the seven requirements to become an Eagle Scout. The needed information may be obtained from your Scoutmaster or Unit Advancement Coordinator. They can obtain your individual information by logging into Scoutbook.
5. A Scout is encouraged to contact their District Eagle Chair and troop committee to discuss their proposed project prior to writing the initial plan. This is not required but may eliminate problems or prevent wasted time on an inadequate project. Contact information for your **District's Eagle Chair** is provided at www.fiveriversbsa.org under Resources then Advancement.
6. Once a Scout has completed the project proposal (Workbook pages 7-12) and the fundraising application (when applicable), they should contact those individuals who need to review and sign off on the project. All signatures on the Eagle Scout Service Project Workbook must be obtained before a project can be started. The final signature from the District/Council can be obtained by contacting your **District's Eagle Chair**.
7. Once the proposal is approved, the next step is to complete the Final Project Plan section (Workbook pages 13-18) and share the detailed plans with the project beneficiary and Scoutmaster **before** beginning work on the project.
8. All advancement requirements and the Eagle Scout project must be completed before the Scout's 18th birthday. The Eagle Scout Rank Application and completed Eagle Scout Service Project Workbook must be turned into your District Eagle Chair.
9. Eagle Scout Reference Letters should be obtained from your District Eagle Chair when the Eagle Workbook and application are turned in. The reference letters can be sent electronically or with preaddressed return envelopes provided by your District Eagle Chair. **It is the Scout's responsibility to distribute the reference letters. Scouts are not permitted to handle or collect reference letters once distributed.**
10. Once all paperwork has been processed by the Council Service Center, the District Eagle Chair will contact the Eagle Scout Candidate to schedule a Board of Review. The Eagle Scout Candidate should be prepared to wear his/her full uniform to the Eagle Scout Board of Review.

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