

Five Rivers Council Eagle Process

1. Once Scouts reach 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**](http://www.fiveriversbsa.org), click on Resources,  Advancement,  Eagle Scout Information.
3. **Read the** [**Eagle Scout Service Project Workbook**](https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/) **and The** [**Eagle Scout Rank Application**](http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf) **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. Scouts are 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**](https://fiveriversbsa.org/resources/advancement/) is provided at [**www.fiveriversbsa.org**](http://www.fiveriversbsa.org) under Resources then Advancement.
6. Once Scouts have 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**](https://fiveriversbsa.org/resources/advancement/).
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. The District Eagle Chair may contact the references listed on the Eagle Scout application or provide reference letters sent electronically or with preaddressed return envelopes. **Scouts may assist in the distribution of the reference letters, but are not permitted to handle or collect completed reference letters.**
10. Once all paperwork has been processed by the Council Service Center and the application has been validated, 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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