

IMPORTANT!!! STEP BY STEP TO EAGLE SCOUT

- Step 1: Read and fill out the Eagle Scout Leadership Service Project Workbook.
- Step 2: Get Approval Signatures for Project Plan (page 6 of workbook) then submit your project workbook to the Council for district advancement chairman approval (signature). Please allow a minimum of 12 working days for project approval, if you schedule your Project workday before the project has been approved by all parties, you may be jeopardizing the success of your project.
- Step3: Carry out your Project (Make sure you get before and after photos). (Don't forget to review the Safe Guide to Scouting book).
- Step 4: Get Approvals for Completed Project: (See page 8 of your workbook).
- Step 5 : Write a Statement of Ambitions and Life Purpose (Requirement 6).
- Step 6: Have Scoutmaster Conference (Take your Project Workbook & Statement of Ambitions).
- Step 7: Complete and submit to Council service Center the Request for Eagle Scout Rank Application (This may be brought in, mailed or faxed)
- Step 8: The Council Service Center will verify the Scouts information and generate either an Application ready for Board of Review or an Application with list of errors that the Scout will need to correct and resubmit. (Please allow 5 working days for Application generation)
- Step 9: Once you receive your completed Application the Scout will need to enter (unless you submitted the names and addresses on the request for ES application) references names, complete mailing address and phone numbers on the Eagle Scout Rank Application (Must have a religious reference) and get all signatures except BSA Local Council Certification, Board of Review and Scout Executive.

Note: Board of review can not take place until the Eagle Scout Application has been checked and signed by the Texas Trails Council (see BSA Local Council Certification on page 2 of ES application). Also a Council/District board representative must be present.

Incomplete applications will delay the entire procedure, as we can only process complete and accurate applications. Please do not send incomplete applications

- Step 10: Turn in to the District Advancement Chairman, (Double Mountain and White Buffalo District through the Council Service Center, Kickapoo and Noreast Districts through the District Executives):
1. Project Work book
 2. Application with signatures
 3. Statement of Ambitions and Life Purpose
 4. Sealed letters of Recommendation (Must have 4 letters, 5 would be preferred).
One must be a religious leader. Family members are not counted as a reference.
- Step 11: The District Advancement Chairman will work with Scout and Scoutmaster to schedule an Eagle Scout Board of Review.
- Step 12: Successfully pass the Eagle Scout Board of Review. This is the date you are officially on Eagle Scout, Congratulations!
- Step 13: Upon Board of Review completion, the Scoutmaster or Advancement Chair must submit the Eagle Scout Rank Application and an Advancement Report (both signed by Board of Review members) to the Council Service Center. The Scout Executive will review and sign the Application, and the Council will submit the completed Application to the National office. It may take up to 2 weeks for National to send the Eagle Scout Certificate to the Council Office
- Step 14: Once your Scoutmaster or Committee Chair picks up and signs for your Eagle Scout Certificate, plan and have your Eagle Scout Court of Honor.

NOTE: You MUST complete Steps 1 through 10 before your 18th Birthday, and you have only 90 days after your 18th Birthday to complete Steps 11 & 12 (The Application has to be at the National Office before the completion of the 90 days) Step 13 should be completed as soon as possible, so you can schedule your Eagle Court of Honor.