

# Guidelines for completing Eagle Scout Application

## Seneca Waterways Council, BSA

### Eagle Scout Rank Application

- Print legibly or type application
- Make sure that the proper application is used. If you download a form, make sure that it matches the one included in this packet. Check with Eagle Advisor or Council Servicer if you are unsure.
- Make sure that your FULL name is correct and legible. (Eagle Scout certificates will print name as indicated)
- Include date of birth, date of entry in Scouting, and date of First Class, Star and Life board of review as indicated on the application.
  - The Scout's date of rank is the day he passes the board of review; not the date the advancement report is submitted to the Council Servicer or the Court of Honor.
  - There must be at least 4 months tenure between First Class Scout and Star Scout board of review, 6 months tenure between Star Scout and Life Scout board of review, and at least 6 months tenure between Life Scout board of review and Eagle Application submission.
- All references completed with name, address and phone number. If you do not have a religious reference, a letter stating your personal religious principle signed by a parent/guardian should be included (i.e. belief in higher power etc...).
- List the 21 merit badges that you earned and the dates on which they were completed.
- You must serve at least 6 months in a position of responsibility between Life Scout and Eagle Scout board of review dates. Acceptable positions are listed on Eagle application. Fill in all dates, including present date.
- List the name of your project along with the date of completion and the total number of hours.
- Requirement #6, "Statement of your ambitions and life purpose and a listing of positions" completed and attached to application.
- Scoutmaster Conference held and date entered
- Application is signed and DATED by: Applicant, Unit leader, Committee Chairman.
- Application along with all supporting materials (see list below) is submitted to the Council Servicer on or before your 18<sup>th</sup> birthday. Applications can be submitted to Rochester or Geneva Servicers.

### Eagle Scout Leadership Service Project Workbook

- Before beginning work on the Eagle Scout Leadership Service Project, you MUST meet with and receive approval from a District Eagle Advisor. A list of advisors is included in this packet.
- Eagle Service Projects must be completed between Life Scout and Eagle board of review dates and prior to 18<sup>th</sup> birthday.

- Project proposals are written and discussed with the benefiting organization.
- Before selecting a project, the Eagle candidate must confirm with the District Eagle Advisor that this project meets all applicable Council and National BSA Guidelines. Other approvals needed for the project to begin are the Scoutmaster, troop committee and the representative of the benefiting organization.
- The Candidate must complete all required information needed in the Eagle Scout Leadership Service Project Workbook and have the final approval signed by the Scoutmaster and the representative of the benefiting institution on the final page. Supporting material such as additional pictures, write ups, etc... may be added.
- It is recommended that an Eagle candidate have a minimum of 20 hours or more of activities related to the project excluding service hours of those participating on the Eagle Project (i.e. Scout, leader, family, and friends).

### **References/Recommendations**

- At least 3 completed recommendation forms must be included with the submission of your Application and Project Workbook.
- A total of 5 forms are included in this packet: (1) Scoutmaster Recommendation for Eagle Scout Applicant, (1) School Recommendation for Eagle Scout Applicant, and (3) Recommendation for Eagle Scout Applicant forms.
- The Eagle Scout candidate should give all 5 forms to the 4 references (excluding parents) listed on the Eagle Scout Rank Application and to his Scoutmaster (1 form to each).
- At least 3 forms must be returned to the Eagle Scout candidate and submitted to the Council Servicenter prior to the scheduling of his board of review. Every effort should be made to obtain and return all 5 forms.
- Recommendation forms should be sealed in an envelope and with the reference's signature across the seal.
- The Eagle Scout candidate is responsible for soliciting his own recommendations, but must not break the trust of the reference or the board of review by tampering with the sealed envelopes.

### **Submission of Paperwork**

The following must all be submitted to the Council Servicenter on or before your 18<sup>th</sup> birthday. It may be submitted to Rochester or Geneva Servicenters.

- Eagle Scout Rank Application (see above)
- Eagle Scout Leadership Service Project Workbook (see above)
- Eagle Scout Rank Application requirement #6, "Statement of your ambitions and life purpose and a listing of positions".
- Recommendation forms (see above).
- Paperwork may be submitted to either the Rochester or Geneva Servicenter:
  - o 474 East Avenue, Rochester, NY 14607
  - o 3685 Pre-Emption Road, Geneva, NY 14456

# Board of Review Process

Seneca Waterways Council, BSA

## Monroe County Districts:

- Once your paperwork is received and your information verified you will be contacted via US Mail with the date of your board of review. The review can be rescheduled if necessary.
- Your board of review will take place at the Rochester Servicenter (474 East Avenue 14607) at the date and time indicated.
- You will need to bring a committee member from your troop with you to serve on the board. The remainder of the board will be comprised of community leaders and Scouters selected by the Council Board of Review Chairmen.
- You will complete the Media Information and Biography forms and have your picture taken that day.



## Seneca and Mohawk Districts:

- Once your paperwork is received and your information verified, the District Advancement Chairman will work with you and your Scoutmaster to schedule the board of review. The board of review will take place at an agreed upon date, time, and location.
- The board will be comprised of members of your troop committee with a district representative present. Additional representatives or community leaders may be added at the discretion of the District Advancement Chair.
- You will need to complete the Media Information and Biography forms and submit them to the district representative that day.
- A photograph (headshot) of the new Eagle Scout in his uniform will need to be submitted electronically within two weeks of the board. Photos should be sent to [program@senecawaterways.org](mailto:program@senecawaterways.org).