

**Monmouth Council - Middlesex District - Process Check List for Scouts, Parents & Troop EAGLE Advisers**

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**Summary Section (Details on following pages 2 - 8)**

<b>Requirement</b>	<b>Completed by</b>	<b>Instruction / Comment / Notes</b>
1 Six months active	Scout	Be active in the Troop for at least six months after reaching the rank of Life Scout.
2 Recommendation Letters	Scout and Others on Application	The Scout lists on the Eagle Rank Application the name of individuals they know personally and would be willing to provide a recommendation on their behalf.
3 Merit Badges	Scout	Earn a minimum of twenty one Merit Badges. Thirteen from the Eagle required list.
4 Positions of Responsibility	Scout	While a Life Scout, serve actively in the Troop for a period of at least 6 months in one (or more) position of responsibility. List only the position(s) and time served <u>after</u> the Life Board of Review. See the Eagle application for valid positions.
5 Eagle Scout Service Project	Scout	While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. The project must benefit an organization other than Boy Scouting. A project proposal must be approved by the organization benefiting from the effort, the unit leader, the unit committee, and Middlesex District before you start. You must use the current Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement. The Scout signs the Eagle Scout Service Project Workbook. It is also signed by the Unit Leader, Committee Chair & Beneficiary Rep.
6 Scoutmaster Conference	Scout with Scoutmaster	Take part in a Scoutmaster conference.
* Goals & Ambitions Letter	Scout	The Scout writes a Goals & Ambitions letter. This is now listed on the Eagle Application in a highlighted box after Requirement 6.
* Eagle Scout Rank Application	Scout with Troop Eagle Adviser	Fill out an Eagle Rank Application and have it VERIFIED by the Registrar at the Monmouth Council Service Center. The current Eagle Rank Application form is 512-718 dated January 2019.
* Signatures	Scout, Scoutmaster, Committee Chair	Have the Life Scout, Scoutmaster and Committee Chair sign the VERIFIED EAGLE RANK APPLICATION.
* Schedule an Eagle Board of Review	Troop Eagle Adviser with Scout	Schedule a Board of Review. Begin the process on the Middlesex District website, under Advancement.
* Submit all paperwork to the Council Service Center	Responsible Troop Adult	After the Eagle Board of Review is complete, gather the original signed VERIFIED EAGLE RANK APPLICATION, the original Eagle Project Workbook (with signatures), and the Goals and Ambitions letter. Hand deliver this paperwork to the Monmouth Council Service Center. The original Letters of Recommendation are NOT submitted to the Council Service Center.

**Note: Filling out the Eagle Rank Application comes late in the process as a VERIFIED APPLICATION must be obtained from the Council Service Center, working with a paper copy in the interim may help the Scout understand all the requirements. The request for a VERIFIED APPLICATION can *only* be made after requirements 1, 3, 4 & 5 are complete. See instructions on the last two pages of this document**

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**Details Section – This section explains the requirements for completing the paperwork and requirements**

1a	Six Months Active		Scout	This is a fairly straight forward requirement. Should questions come up about what is considered 'active', refer to the BSA's "Guide to Advancement". Definitions of active can be found in sections 4.2.3.0 and 4.2.3.1 of the 2019 version.
2	Letters of Recommendation	Scout with Others		<p>The BSA's "Guide to Advancement" explains (in section 9.0.1.7. of the 2019 edition) the process for obtaining letters of recommendation. Main points are that the letters are confidential, are property of the council/district, and not to be shared with the Scout. The Scout provides a list of the individuals he/she knows personally and would be willing to provide a recommendation. It is implied that the Scout has made contact with his references and they have agreed to write a recommendation letter. National guidelines suggest the Scout may assist in contacting the reference but his responsibility ends there. National guidelines also state that the local Council determines method of contact.</p> <p>The District and Council are not directly involved with reference collection so the responsibility for obtaining letters belongs to the Scout and his Troop. Here are two acceptable ways to obtain the recommendation letters:</p> <ol style="list-style-type: none"> <li>1. The Scout would mail or hand a request directly to the people being sought to provide a recommendation. The recommendation letter shall be mailed to a Troop adult that collects the letters for the Scout.</li> <li>2. A second method would be for a Troop adult to request the letters on behalf of the Scout. The request would ask that replies be sent to the Troop adult and not the Scout.</li> </ol> <p>Recommendation letters are solicited from five adults (6 if the Scout is employed). The letters should come from 1)Parents/Guardian, 2)Religious, 3)Educational, 4)Employer, 5)Other Adult, 6)Other Adult.</p> <p>Stamped addressed envelopes should be provided to references if they are asked to return letters to a Troop adult.</p>
2a	Letters of Recommendation	Troop Adult or Eagle Adviser	Parent / Guardian	1) Parent / Guardian letter received
2b	Letters of Recommendation	Troop Adult or Eagle Adviser	Religious	2) Religious letter received
2c	Letters of Recommendation	Troop Adult or Eagle Adviser	Educational	3) Educational letter received
2d	Letters of Recommendation	Troop Adult or Eagle Adviser	Employer	4) If the Scout has a job, the employer letter received

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2e	Letters of Recommendation	Troop Adult or Eagle Adviser	Other Adult	5) Other Adult #1 letter received
2f	Letters of Recommendation	Troop Adult or Eagle Adviser	Other Adult	6) Other Adult #2 letter received
<p style="color: red;">Note: The Troop Eagle Adviser should work with the Scout and suggest that Recommendation Letters are requested early so that they can be received well before the Eagle Rank Application is submitted and a Board of Review is scheduled.</p> <p style="color: red;">Note: Recommendation Letters should be reasonably current, and be requested no sooner than the date the Scout attains the rank of Life.</p> <p style="color: red;">Note: When Recommendation Letters are returned to a Troop adult and <b>not</b> to the Scout. They are viewed by the Board of Review members only.</p> <p style="color: red;">Note: National guidelines state that Recommendation Letters are not shared with the Scout.</p>				
3	Merit Badges	Scout with Troop Advancement Chairperson	Requirement 3	Check the Troop and/or Council records that the Scout should have earned a minimum of 21 Merit Badges. There are 13 required Eagle Merit Badges, 10 mandatory and 3 to be selected from a pool. The ‘must earn’ Badges are Camping, Citizenship in the Community, Citizenship in the Nation, Citizenship in the World, Communication, Cooking, First Aid, Personal Management, Personal Fitness and Family Life. In addition the Scout needs three other Eagle required Merit Badges. Either Emergency Preparedness or Lifesaving, Environmental Science or Sustainability, and then Cycling or Hiking or Swimming. If more than one of the Badges are earned in the ‘choice’ categories, it may be counted as an elective. Eight additional elective Merit Badges are used to reach the minimum of 21 Merit Badges. Merit Badge dates must match in Council records and on the Verified Eagle Rank application.
<p style="color: red;">Note: The Merit Badges need to be checked and entered on the Eagle Scout Rank Application.</p> <p style="color: red;">Note: Make note of which Merit Badges are placed on the Eagle Rank Application, Merit Badges used for the Eagle Application may not be used again when Eagle Palms are earned.</p> <p style="color: red;">Note: Eagle required Merit Badges may be substituted in cases of mental or physical disabilities. This is addressed in topics 10.1.0.1 and 10.1.0.2 of the Guide to Advancement. An application for alternatives is made to the District/Council Advancement Committee.</p>				
4	Position of Responsibility	Scout with Troop Eagle Adviser or Mentor		The Scout will verify with the Troop record keeper the Position(s) of Responsibility. Enter on the Eagle Rank Application the position(s) with the service from and service to dates. There is a minimum of 6 months holding positions of responsibility. Service time only accrues after the Life board of review. The six months may accrue in more than

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				<p>one position. If more than one position is needed then list all positions served. If a Scout holds more than one valid position then service time that overlaps can only count towards one position.</p> <p>Current valid positions are Patrol Leader, Senior Patrol Leader, Assistant Senior Patrol Leader, Venture Patrol Leader, Troop Guide, OA Troop Rep, Den Chief, Scribe, Librarian, Historian, Quartermaster, Junior Assistant Scoutmaster, Chaplain Aide, Instructor, Webmaster, Leave No Trace Trainer.</p>
5	Eagle Scout Service Project	Scout with Troop Eagle Adviser or Mentor		<p>Plan, develop and give leadership to a service project. The Eagle Rank Application states, <i>"While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader, unit committee, and the district (or council) before you start. You must use the current Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement"</i>.</p>
5a	Eagle Scout Service Project	Scout with Troop Eagle Adviser or Mentor	Unit Pre Approval	<p>Before a Scout spends any time writing up a Project Proposal, circulate the idea among the Troop leadership to guide the Scout to a worthy project that can be approved. (this optional step can save a Scout time by not developing a project proposal that will not be approved by the unit.)</p>
5b	Eagle Scout Service Project	Scout with Troop Eagle Adviser or Mentor	Workbook Essentials	<p>Download a fillable PDF version of the Eagle Scout Service Project Workbook from the Middlesex District or Monmouth Council website. Enter the Scout's name and a clear description of the project name on the cover page. Read pages 2-6 with a parent or guardian.</p> <p>Work with the Troop Eagle Adviser/Mentor to gather the information needed for the Contact Information page. This page should be complete with the exception of the District Project Approval Representative.</p>
5c	Eagle Scout Service Project	Scout	Proposal	<p>Complete the section of the workbook pertaining to the proposal. The sections include Project Description and Benefit, Giving Leadership, Materials, Supplies, Tools, Other Needs, Permits and Permissions, Preliminary Cost Estimate, Project Phases, Logistics, Safety Issues, &amp; Final Planning. Save your work.</p>
5d	Eagle Scout Service Project	Scout with Troop Eagle Adviser or Mentor	Proposal	<p>Share the Eagle Scout Service Proposal with the Troop Eagle Adviser for review. They may have suggested changes and/or additions to the proposal. This review process may occur more than once with the Proposal being changed by the Scout and reviewed by the Troop Adviser.</p>
5e	Eagle Scout Service Project	Scout	Proposal	<p>When the Troop Adviser and the Scout agree the Proposal is ready to be submitted to the District for approval, the Scout signs the proposal.</p>

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5f	Eagle Scout Service Project	Scout	Signatures	The Scout will then seek out the approval of the Scoutmaster, the Troop Committee Chair and the beneficiary representative. Have each of them sign and date the same ORIGINAL page of the workbook proposal. All signatures need to be on the same form.
5g	Eagle Scout Service Project	Scout	District Review	The name(s) of a District Eagle Project Approver will be provided to the Scout. A phone number and an email will also be provided. The Scout will make contact with one of the District Eagle Project Approvers and make arrangements to have that person review the project proposal. Check the Middlesex website advancement page, we plan on adding Project approvers to make this task easier.
5h	Eagle Scout Service Project	Scout and District Project Approver	District Approval	The Scout works with the District Project Approver to arrange for the paperwork to be signed once approval is granted. It is left to the Scout and the Eagle Project Approver to arrange how the final signature is obtained. That signature must be on the same ORIGINAL workbook proposal page that has the signatures of the Scout, the Scoutmaster, the Committee Chair and the Beneficiary.
5i	Eagle Scout Service Project	Scout with Troop Eagle Adviser or Mentor	Final Plan	Work with your Troop assigned Eagle Project Coach. He/She will ask that you return to the Eagle Project Workbook and complete the next section, the Eagle Scout Service Project Final Plan. This requires more time to complete and is a more detailed set of steps you plan to do in order to have your project succeed. There is no approval for this step but time spent on the Final Plan makes the project run smoother.
5j	Eagle Scout Service Project	Scout with Troop Eagle Adviser or Mentor	Fundraising Application	Fill out and submit to Monmouth Council an Eagle Scout Service Project Fundraising Application if you plan on having a fundraiser earning more than \$1,000. Receiving donations from friends and family does not require this form to be filed. Fundraisers expecting to collect less than \$1,000 are considered pre-approved by Monmouth Council and do not need an application. It is suggested to fill out this form in any case.
5k	Eagle Scout Service Project	Scout with Troop Eagle Adviser or Mentor	Proceed with project	With the signature from the District Project Approver and the go ahead from your Troop Eagle Adviser, you may proceed with work on the project. No work on the project, fundraising or material purchases can be done before the project is approved.
5l	Eagle Scout Service Project	Scout	Work the project	Do the project. Schedule sessions. Raise funds. Buy material. Build things. Complete the project. Keep good notes during this process. Save receipts for everything, it will make documenting in your closeout report that much easier. Keep a notebook for writing things down. Have a sign in sheet for each work session. Take pictures of all phases of the project, before, during and after.
5m	Eagle Scout Service Project	Scout	Project Report	After the project is complete, return to the Eagle Project Workbook and complete the Eagle Scout Service Project Report section. Be attentive to detail. The project cost should be accurately reflected. The donations and volunteer hours should be correct. Include the hours spent doing research, prep and paperwork. Check the math. Include pictures.

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5n	Eagle Scout Service Project	Scout with Troop Eagle Adviser or Mentor	Project Report Review	The Scout and Troop Eagle Adviser work together to review the Final Report. Often there are suggested changes/additions to the report. When both are satisfied, this step is complete.
5o	Eagle Scout Service Project	Scout	Scout Signature	When the Project Report is complete, the Scout signs and dates the last page of the Final Report in the Eagle Project Workbook.
5p	Eagle Scout Service Project	Scout	Beneficiary & Scoutmaster Signatures	The Scout contacts both the Scoutmaster and the Beneficiary to sign and date the Final Report. These signatures come after the Scout has signed the form and all three signatures need to be on the same ORIGINAL page.
5q	Eagle Scout Service Project	Scout	Completion	Complete the steps above and the Eagle Scout Project is complete. Safeguard the original paperwork, as it will be needed for the Eagle Board of Review.
6	Scoutmaster Conference	Scout & Scoutmaster	Conference	Have a conference with the Scoutmaster. The date this conference is held will be added to the Eagle Rank Application. Every Scout deserves a Scoutmaster conference and it may not be denied. Section 4.2.3.5 in the 2019 Guide to Advancement discusses the Unit Leader Conference.
*	Goals & Ambitions, Signatures	Scout & Others	Overview	The Scout writes a document about his ambitions and life purpose. The VERIFIED Eagle Rank Application is signed by the Scout, the Committee Chair and the Scoutmaster. An Eagle Board of Review is scheduled and conducted.
*	Ambitions & Life Purposes letter	Scout	Letter	The Scout writes a letter with details about their ambitions and life purpose. This letter should include positions held in school, religious institution or camp. List any honors, awards and leadership in these organizations. Include future schooling, family, military and work plans as well.
*	Signatures	Scout, Scoutmaster & Committee Chair	Signatures	This is the next to last step of the application process. By signing and dating this VERIFIED Eagle Rank Application the Scoutmaster and Committee Chair are validating that the Troop is convinced the Scout has completed the process and fulfilled the requirements for the rank of Eagle. That is why these signatures are applied so late in the process, only after all the other tasks are complete.
*	Signature	Scout	Signature	The Scout signs the VERIFIED Eagle Rank Application only if all the tasks on both sides of the application are complete. Sign it and date the form.
7	Board of Review	Scout & Others	Overview	Prepare, schedule and conduct an Eagle Board of Review.
7a	Board of Review	Scout	Material Prep	Assemble the ORIGINAL paperwork in a suitable binder. Included will be the VERIFIED Eagle Rank Application, the Eagle Project Workbook, the Goals and Ambitions letter, other backup such as an Excel spreadsheet for volunteer project hours, an Excel spreadsheet for the financials, pictures, and receipts. The sealed original reference

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				letters. Identify this binder as the ORIGINAL.
7b	Board of Review	Scout	Material Prep	Create enough additional copies of the paperwork to be used by members of the Board of Review. Label these as COPY.
7c	Board of Review	Scout, Scoutmaster & Troop Eagle Adviser or Mentor	Board of Review Date	The Scout and Scoutmaster agree on potential dates / times for a Board of Review. Share those dates with the Troop Eagle Adviser. The Troop Eagle Adviser will help the Scout contact a District approved Eagle Board of Review scheduler. The scheduler will look to match a team for a date proposed by the Scout/Scoutmaster. Dates should be selected at least two weeks in advance to allow for paperwork review by the District Eagle Board representative. Time is also needed to recruit team members for a full Board of Review. Use the forms on the Middlesex Advancement web page.
7d	Board of Review	District Eagle Board Chair & Troop Eagle Adviser or Mentor	Add members for the Eagle Board of Review	There can be up to 6 members for an Eagle Board of Review. The District Eagle Chair will recruit an additional district leader to be a second. Normally the Troop will provide three members to sit on the board. At most the Troop will provide four members to sit on the board.
7e	Board of Review	Scout & District Eagle Chair	Provide Materials	The Scout will contact the District Eagle Board Chair and arrange to drop off the ORIGINAL material (plus 1 copy) prepared earlier. This should happen as soon as possible and with enough time to review before the scheduled Board of Review date. Electronic PDF copies can facilitate the review of paperwork. Board dates are locked in AFTER review of the paperwork.
7f	Board of Review	Scout & Board of Review	Board	Participate in an Eagle Board of Review.
7g	Board of Review	Troop Adult		Collect the ORIGINAL binder with the VERIFIED EAGLE RANK APPLICATION now signed at the Board of Review. Collect the Letters of Recommendation. The binder should contain the original Eagle Project Workbook, the Goals and Life Ambitions letter, any extra material such as photos, spreadsheets, etc. This package does NOT contain reference letters. This binder will be submitted to Council but will be returned once the Eagle paperwork is processed and approved by National and the Troop is notified.
8	Paperwork Submittal	Troop Adult		Drop off the material at the Monmouth Council Service Center as soon as possible after the Board of Review is completed. Keep a copy of all materials and make and keep a fresh copy of the Verified Eagle Application which now has signatures from the completed Board of Review.

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*Complete an Eagle Rank Application / Have it Verified*

*Once requirements 1, 3, 4, & 5 are complete, complete an Eagle Rank Application and have it Verified by the Council Registrar.!!br0ken!!*

*a	Use the correct Application	Scout		Find the current Eagle Rank Application (form 512-728 / Jan 2019 version) online. The following link can be used to locate the application <a href="http://www.scouting.org/filestore/pdf/512-728_WB_Fillable.pdf">http://www.scouting.org/filestore/pdf/512-728_WB_Fillable.pdf</a>
*b	Eagle Rank Application	Scout	Scout Personal Details	Either use the fillable PDF version of the application or print the blank form and begin by entering the Scout's name (as the Scout wishes it to appear on his Eagle credentials). Add the mailing address, city, state & zip code. Enter the phone number with area code (home or mobile) and an email address. The Scout's date of birth goes on this form as well.
*c	Eagle Rank Application	Scout	Scout Unit Details	Enter the Scout's troop number. Enter dates when the Scout joined Boy Scouts and/or Venturing. Check boxes to fill if the Scout was a Cub Scout, a Webelos Scout, earned the Arrow of Light and if they completed the 5 <sup>th</sup> grade before joining Boy Scouts.
*d	Eagle Rank Application	Scout	Life Rank & Scoutmaster Conference	Enter the Life Scout Board of Review date on the Eagle Rank Application. The date of the Scoutmaster Conference for the rank of Eagle is also recorded.
*e	Eagle Rank Application	Scout	Position of Responsibility	The Scout will verify with the Troop record keeper the Positions of Responsibility. Enter on the Eagle Rank Application the position(s) with the service from and service to dates. There is a minimum of 6 months holding positions of responsibility. It may be more than one position. Service time only accrues after the Life board of review. If more than one position is needed then list all positions served.
*f	Eagle Rank Application	Scout	Eagle Service Project	The Eagle Rank Application needs three pieces of information concerning the Eagle project. Enter the project name, project completion date, service hours (total of Scout and volunteers)
*g	Eagle Rank Application	Scout	Submit to Council	When all the fields on the Eagle Rank Application are complete, bring or mail to the Monmouth Council Service Center. It goes to the attention of the Council Registrar. The verification process is fairly rapid, but not immediate. Arrange with the Registrar to have the VERIFIED Eagle Rank Application mailed or picked up. Provide a stamped and addressed envelope to return the original application.

**Note: Filling out the Eagle Rank Application comes late in the process as a VERIFIED Eagle Rank Application must be obtained from the Council Service Center, working with a paper copy in the interim may help the Scout understand all the requirements. Requesting a VERIFIED Eagle Rank Application can only be made after requirements 1, 3, 4,& 5 are complete.**