

# **EAGLE Application Guidelines**

## **Minsi Trails Council, South Mountain District**

**Hello Eagle Scout Candidate,**

Congratulations on striving to earn the highest rank in the Scouting Program. With the help of others you have arrived at this point. Remember that this is your project and your rank. It is incumbent on you to make sure the project follows all guidelines. Below are a few items to help you manage through the Trail to Eagle process for completing the Application and a few other steps. **NOTE:** These are all outlined in the EAGLE CANDIDATE AWARD GUIDELINES (specifically the application checklist, page 7) found on under #1 at the following website <http://www.minsitrails.org/eaglesalumni/trail-to-eagle-resources/60185> . **Read and use this information!** Good luck completing your Project.

### **EAGLE RANK APPLICATION**

#### **REFERENCE LETTERS**

- Need at least three reference letters
- Request from **all** people as on Eagle application (except parents/guardians)
- Use form letter for South Mountain District (available on Minsi Trails website). Print, fill in blanks for each prospective recommender, and provide a stamped, pre addressed envelope addressed to the South Mountain District Eagle Chair.
- Send out requests no more than 30 days before scout submits all paperwork into the Minsi Trails Council office.

#### **SUBMITTAL OF EAGLE APPLICATION**

- To council office on or before your 18<sup>th</sup> birthday
- Obtain receipt from Council office
- Fill out Eagle Application Checklist and form titled “Eagle Application Submission Form”, this form must come in with application.
- Submit to council office at least one week before Board of Review

- Application to be in a 3 ring binder:
  - On the cover: your name, Troop/Crew #, South Mountain District, Title saying “Eagle Application” and a picture of your completed project (if you can).
  - Eagle Application form (**in color, two sided**)
  - Project Workbook including completed Project Report section and before and **after pictures** of the project
  - Include Fund Raising Application even if you did not have to use it.

### **COMMON APPLICATION ERRORS**

- All dates must be AFTER the date you joined Scouting.
- If you crossed over from Cub Scouts, you most likely were NOT graduated from 5<sup>th</sup> grade.
- Ensure your leadership dates begin AFTER your Life Rank Board of Review date and is at least 6 months in length.
- Grand Total of Project Hours must match exactly with the hours in your Project Report.
- Date Project Finished is the date that the Beneficiary signed the Project Report.
- The Council checks dates using Internet Advancement. Request a copy of your Member Summary to ensure all dates align and all merit badges are listed with the correct date. This should be done **BEFORE** turning your Application/project in to the Council Office.

### **EAGLE BOARD OF REVIEW**

- Held on 3<sup>rd</sup> Tuesday of each month at St Luke’s University Hospital Education Center, 801 Ostrum St, Bethlehem, PA.
- District Eagle Chair will contact Eagle Candidate to schedule exact time
- Bring at least 2 adults to serve on the Board of Review (but not an SM or ASM although they may sit in)
- District Eagle Chair: Mike Caffrey – email: [mikecee1062@yahoo.com](mailto:mikecee1062@yahoo.com)

NOTE: The Eagle Scout Application and Eagle Scout Service Project Workbook are updated periodically. Each scout about to complete the application and service project workbook MUST use the most recent versions available on the Minsi Trails Council website ([www.minsitrails.org/eaglesalumni/trail-to-eagle-resources/60185](http://www.minsitrails.org/eaglesalumni/trail-to-eagle-resources/60185))