

LEATHERSTOCKING COUNCIL, BSA

1401 Genesee Street, Utica, NY 13501
315-735-4437

WWW.LEATHERSTOCKINGCOUNCIL.ORG

A SCOUT LEADERS GUIDE TO EAGLE CANDIDATE'S PAPERWORK FLOW

1. Give the “Life to Eagle” Guide for Scouts to the Life Scout when he passes his Board of review.
2. Download current and fillable Eagle Scout Service Project Workbook (512-927_fillable.pdf) at <<https://www.leatherstockingcouncil.org>>
Select “Resources”; then select “Eagle Scout Resources.”
3. Type PROJECT PROPOSAL
Contact Information Sheet: names, phone #'s, emails
Fundraising application (p.19) to be filed with all proposals
“Navigating the Eagle Scout Service Project”: copy (P. 20) to beneficiary
Obtain four Signatures (including Scout's) on p. E.
4. Mail or take Proposal & Fundraising Application to Leatherstocking Council at
1401 Genesee Street, Utica, NY 13501.
Original signatures required; therefore, do not email or fax
Paperwork checked at Council for completeness; District Chair notified
5. Meeting with District Advancement Committee to review & approve proposal
6. Type PROJECT PLAN
Add comments from District review in first box
Be specific; list cost of materials even if donated or funded by beneficiary
Project Coach reviews plan, adds comments in final box, dates, & initials
BEGIN PROJECT and Fundraising
Take photos of steps; keep detailed & accurate time log

LEATHERSTOCKING COUNCIL, BSA

7. Download new reference form from Council site (see #1)
 - Make six copies of reference form with addressed, stamped envelopes.
 - Make list of people given forms (included on Eagle Rank Application)
 - Hint: If no employer, consider asking project beneficiary representative.
 - Distribute forms with envelopes

8. Type PROJECT REPORT
 - Self-evaluation of project & leadership; include reasons for any changes
 - Obtain three signatures on p. C.
 - Mail or take Project Plan & Report to Council's Utica office (see #3)

9. Complete EAGLE RANK APPLICATION
 - Download current and fillable Eagle Rank Application (see #1)
 - Type entries; include Middle Name; include phones & emails for references
 - Cross out merit badges not earned in #'s 7, 8, & 10
 - Type statement of ambitions & life purpose, and listing of leadership
(see "Certification by Applicant," p. 2)
 - Obtain three signatures, including Scout's
 - Mail or take Eagle Rank Application with Statement attached to Council's
Utica office (see #3)

10. Project Plan & Report, Eagle Rank Application, and References
 - Paperwork checked at Council for completeness
 - District Chair notified to hold Eagle Board of Review

11. Eagle Board of Review; paperwork returned to Utica office by District chair.

12. National Certification of Eagle Scout Rank
 - Necessary paperwork sent to BSA National; National responds
 - District Chair notified, who notifies Eagle Scout and another

13. Adult (parent or Troop leader) collects Eagle credentials, project workbook, and presentation kit from Utica or Oneonta office.
 - All is presented or displayed at Eagle Court of Honor. Congratulations!