

LIFE to EAGLE

A Guide for the Trail to Eagle

New for 2026 emailing Eagle Scout paperwork is now available.

Please save all signature pages and turn them in at your schedule meetings throughout the process.

Please use the following email address: eaglescout400adv@gmail.com

1. After passing the Life Board of Review, the Scout will be given by the Troop's Eagle Advisor/Advancement Coordinator or will download it from the Council's website "Life to Eagle: A Guide for the Trail to Eagle."
2. The Scout can download the current and fillable **Eagle Scout Service Project Workbook** from the National Website using the link from the Leatherstocking website's Resource tab.
*****Always remember to SAVE-SAVE-SAVE your information as you work through the workbook*****
3. The Scout **"MUST"** type the PROJECT PROPOSAL and FUND-RAISING APPLICATION,
 - a. Include all requested details on Contact Information Sheet.
 - b. All Scouts must file a signed Fundraising Application (p.23) with your proposal.
 - c. Give the "Navigating the Eagle Scout Service Project" pages 30 & 31 to the beneficiary to review and get their approval signature as requested on page H.
 - d. Obtain three additional signatures (including Scout's) as requested also on page. H.
4. The Scout can mail, email or deliver Project Proposal & Fundraising Application to the Council office. Paperwork will be checked for completeness, tracked, & filed at Council. The District Advancement Chair will contact the Scout to schedule the Project Review meeting.
 - a. *Any project meeting requests must be received by the 1st Tuesday of the month in order to be place on the that month's monthly schedule.*
5. The Scout will meet with the District Advancement Committee to review & have proposal approved. Project cannot be started until all council approvals are complete.
 - a. *Original signatures are required; if emailing is used, bring your original signature pages to your project review meeting.*
6. The Scout **"MUST"** type The PROJECT PLAN.
 - a. Add comments from District review in first box.
 - b. Be specific; list materials' cost even if donated or funded by beneficiary.
 - c. * Project Coach reviews plan, adds comments in final box, dates, & initials.
 - d. BEGIN PROJECT and Fundraising.
 - e. Take photos of steps taken of your project before, during & after.
 - f. Keep detailed & accurate time with a sign-in log sheet.
7. The Scout will: download current **Reference Letter** form from the Council website. It is located on the Leatherstocking website's Resource dropdown tab labeled "Life to Eagle".
 - a. Make four copies and personally contact the individuals whom you wish to include as references on your Eagle Scout Rank Application. These maybe Scout leaders, teachers, employers, coaches, other Scouts, etc. References do not need to be 21 or older.
 - b. Distribute forms with self-addressed stamped envelopes or email address to send to Council.
 - c. Keep list available for future use as it will be needed on the Eagle Application.

NOTE: Parents and other relatives are strongly discouraged from serving as references. The current unit leader and committee chair are not eligible to serve as references; their signature on the application is their endorsement.

8. The Scout “MUST” type PROJECT REPORT, a self-evaluation of leadership.
 - a. Include reasons for any changes in project.
 - b. Obtain three signatures on Project Plan Page C.
 - c. Mail, email or deliver Project Plan & Project Plan Report to Council’s Utica office.
If email is used, please bring the original signature pages to your Board of Review Meeting.
 - d. *As with the project review meeting, any meeting requests must be received by the 1st Tuesday of the month in order to be placed on the that month’s monthly schedule.*

9.1 The Scout “MUST” type the EAGLE RANK APPLICATION.

- a. Please use the Scoutbook software program for this application.
- b. Your Troop Leaders or parents can assist you with this downloadable item.
- c. Log in with proper credentials and follow these steps.
 - Scroll down & click on Troop#.
 - Scroll down & click on Troop Roster.
 - Scroll down & click on Life Scouts Name.
 - Scroll down & click on Reports.
 - A small window will appear click on Eagle Application.
 - A fill in PDF File will appear for you to save.
- e. Parents – Scout (if signed up) – Scoutmaster – Committee Chair – Advancement Chair and Charter Rep all have access to the Scoutbook software.
- f. It will auto populate all current Scoutbook information required with exception to the following.
 - Designees for the 4 required Eagle Reference Letters.
 - *Note: Parents, Scoutmaster and Committee Chairs are not to be used for reference*
 - Eagle Project Title w/ Total Service Hours.
- g. This application can be edited, saved and printed from your computer.
- h. Scout signs the application and obtains signatures from Scout Master and Committee Chair.
- i. Mail, email or deliver the Eagle Application to the office along with your project documents.
If email us used please bring the original signature pages to your Board of Review Meeting.
- j. *As with the project review meeting, any meeting requests must be received by the 1st Tuesday of the month in order to be placed on the that month’s monthly schedule.*

9.2 If your Troop does not use the Scoutbook Program you can download a blank copy of a fillable PDF file of the application form using the council’s resource Eagle Scout Rank website page.

- a. The scout will have to complete accurately all required information on the application.
- b. All information provided must match the national scout database records which includes:
 - Full Name, Address, Troop # and location.
 - All requested dates as noted on the application (there are multiple dates needed).
 - Check question boxes with the appropriate answers.
 - Reference Letter contact information (4) names, address, phone and emails.
 - Completed Merit Badges w/ Date Earned and Troop number.
 - Cross out merit badges not earned in #'s 8, 9, & 11.
 - Troop Leadership Position with Dates.
 - Project Title and total number of labor hours.
 - Scout signs the app and obtains signatures from Scout Master and Committee Chair.
- c. Any discrepancies on the application will slow your process down.
- d. **IMPORTANT NOTE** (for either Option 9.1 or 9.2) Pay particular attention to your name on the Eagle Application as this will determine how your Eagle Credentials will arrive from the National Office.

10. The Scout “MUST” type **Statement of Ambitions** and Life Purpose (#6 on the Eagle Application)
 - a. In preparation for your Board of Review, prepare and attach to your Eagle Scout Rank Application a statement of your ambitions and life purpose. Include a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service.
 - b. Mail, email or deliver to the Council Office, the Eagle Rank Application with statement of Ambitions letter attached.

11. Project Plan & Report, Eagle Rank Application, and References.
Paperwork checked at Council for completeness; noted on tracking form.
 - a. District Chair will be notified to hold Eagle Board of Review.

12. Eagle Board of Review to be set up and held monthly per the published District dates as follows:
 - a. Erie Canal 3rd Tuesday Monthly.
 - b. Susquehanna Headwaters 3rd Friday Monthly.

“VERY IMPORTANT NOTE”

*As previously noted above, any meeting requests must be received by the 1st Tuesday of the month in order to be placed on the that month’s monthly schedule.
Original signature pages must be presented at the Board of Review meeting for any previously sent emailed pages.*

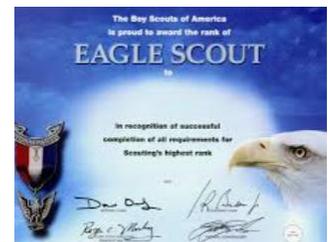
If all goes well at the Life Scout’s Board of Review then Eagle Rank status will be given at that time. Eagle Application will be signed by two Board of Review Members and/or the District Adv. Committee Chair. District Advancement team will return all required paperwork to the Council office. (ie.. Eagle Application – Letter of Ambition – Reference Letters)
Project paperwork will be return to Scout.

13. National Certification of Eagle Scout Rank.
 - a. Necessary paperwork is signed by our Scout Exec and sent to BSA National.
 - b. National responds and sends out Eagle Scout Credentials to the Utica Office.
 - c. District Chair notified who then notifies Eagle Scout and an adult or unit leader.

14. Adult (parent or leader) signs for and collects Eagle Credentials and Presentation kit from the Utica Scout Office.
Items presented or displayed at Scouts Eagle Court of Honor.



Congratulations!



Leatherstocking Council Eagle Resource Links

Links to the red noted items above can be found on the Leatherstocking web site. They are in the resource’s dropdown tab labeled “Eagle Scout Rank”

Type this link in your browser <https://www.leatherstockingcouncil.org/scouting-resources/eagle/>