

# Green Mountain Council's





# Trail from Life to Eagle



This presentation outlines the steps a Scout in the Green Mountain Council must follow to progress from the Life rank to the Eagle Scout Board of Review.





# Myths about the Trail to Eagle True or False?



- You must complete all merit badges before starting your Eagle project.
- An Eagle project must meet a set minimum number of hours.
- An Eagle service project must produce something tangible.
- Eagle projects must follow exactly what was planned, no deviations
- A scout's leadership experience must include SPL for a scout to attain the rank of Eagle.





# Myths cont.

## True or False?



- There is a minimum age for a scout to attain the rank of Eagle.
- You must be a member of the Order of the Arrow to attain the rank of Eagle.
- Only scouts (in your Troop) can work on your Eagle Project.
- Non-scouters may work on Eagle Projects.
- All Eagle paperwork must be turning in before your 18<sup>th</sup> birthday.





# Myths cont.

## True or False?



- Reference letters must be received by the BOR team before the Eagle BOR can be scheduled.
- Electronic signatures are not allowed.
- Reference letters must be delivered to someone other than the candidate or their parents.
- Reference letters must remain sealed; only the Eagle BOR team may see/read them.





# The Parents Role



## Supporting Without Steering: Your Role as a parent in the Eagle Journey

- **Let the Scout Take Ownership:** This is *their* Eagle, let them lead the process, make the decisions, and learn from the journey. You're there to guide, not to do it for them.
- **Start the Conversation Early:** Engage in a meaningful discussion about earning Eagle as soon as they achieve Life rank. It's never too early to plant the seed.
- **Talk Through Their Timeline:** Ask about their plan for completing requirements. While six months may feel like forever to them, it passes quickly. Encourage them to draft their Eagle rank application early, it helps build clarity and momentum.
- **Be Present and Encouraging:** Show interest in their goals, celebrate small wins, and maintain regular check-ins on milestones.
- **Guide Without Taking Over:** Offer insights and support but resist the urge to overstep. The lessons learned through effort and challenge are what make the Eagle rank meaningful.





# Eagle Requirements



1. Actively participate for 6 months as Life rank
2. Demonstrate Scout Spirit
3. Earn a total of 21 Merit Badges
  - 13 required
  - 8 additional of the scouts choosing
4. Perform a Position of Responsibility
  - **Troop** (Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quarter master, junior assistant Scoutmaster, chaplain aide, instructor, webmaster, or outdoor ethics guide.)
  - **Lone Scout** (Leadership responsibility in your school, religious organization, club, or elsewhere in your community.)
5. *Propose and complete an Eagle Scout Service Project*
6. Participate in a Scoutmaster Conference
7. *Successfully complete an Eagle Scout Board of Review*





# 5. Eagle Scout Service Project



***Plan, develop, and give leadership to others in service to the Community.***

If you're unsure where to begin, reach out and ask! Great project opportunities can come from:

- City or county departments
- Churches or other faith-based groups
- Local schools
- Civic organizations
- Nonprofits and community-focused groups

A Scout may pursue a project of their choice, as long as it supports a qualified benefitting organization, **not** an individual or for-profit entity.

It's perfectly acceptable to contact a community organization and ask, "Do you have a need for a service project?"





# Project – Key Factors

- **Community impact:** Select a project that addresses a real need in your community, benefiting a local school, church, park, or other organization.
- **Leadership opportunity:** Ensure the project requires you to take the lead in planning, organizing, and managing volunteers.
- **Scalability:** Choose a project that is large enough to require a significant amount of work and volunteer involvement, but not so big that it becomes overwhelming.
- **Skill level:** *Consider your own abilities and the skills of potential volunteers when choosing a project.*
- **Sustainability:** Think about the long-term impact of your project and how it can be maintained after completion.





# Potential Project Ideas



- Planting trees or creating a community garden
- Building nature trails or cleaning up a local park
- Building benches or picnic tables in a park
- Building a library reading nook for a school
- Setting up a community garden with educational signage
- Collecting food or clothing donations for a local shelter
- Building wheelchair ramps for homes in need
- Creating care packages for military personnel





# Project Considerations



- Cannot benefit BSA units or properties
- Cannot benefit a for-profit organization
- Cannot be a fundraiser
- Not too big – but also not too small
- Can Scout volunteers (realistically) do it?
- The BSA *Eagle Scout Service Project Workbook* must be used to plan and report the project





# Eagle Coach



## What Is an Eagle Coach?

- *An Eagle Coach is a registered adult leader who guides and mentors a Scout through the Eagle Scout Service Project process.*

A well-informed coach can make the difference between a strong, successful project and one that falls short. The most effective Eagle Coaches possess a solid understanding of the project's structure, their role and responsibilities, the scope of what is permissible, and the common hurdles Scouts may face.





# Eagle Coach



## Why the Term “Coach”?

The role of an Eagle Coach reflects exactly what the title suggests: *a supportive presence on the sidelines*. While the Scout leads and executes the project, the coach provides guidance, encouragement, and advice—ensuring the Scout owns every part of the experience.

## Eagle Coach Requirements & Recommendations:

- Must be registered with BSA (in any adult position)
  - May be a register leader outside of your unit.
- Must have current BSA Youth Protection Training
- Cannot be the Scout’s parent/guardian
- Not required, **but strongly recommended**



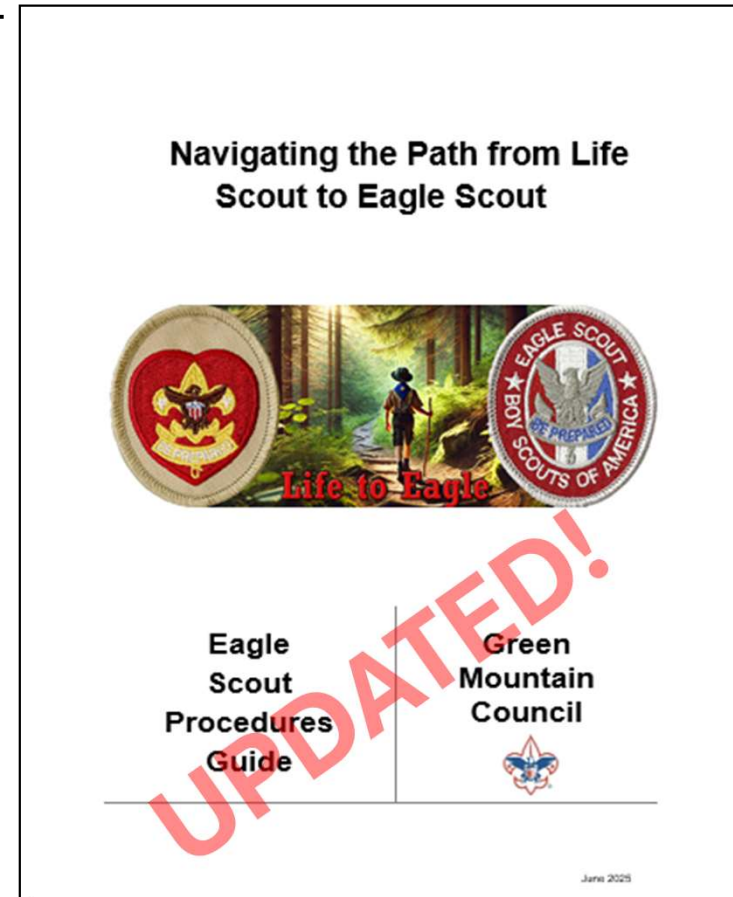


# Life to Eagle Procedure Guide



The Green Mountain Council Advancement Committee has created a comprehensive Life to Eagle – Eagle Scout Procedure Guide to standardize the Council's process and support Scouts as they navigate this complex journey.

- It was created with the scout, the parent(s)/guardian, and the unit leader in mind.
- It is broken down into 3 sections
  - *The Proposal, the Planning, and the Final Write-up*
  - *Paperwork submission process*
  - *Scheduling of the BOR*
- All Eagle Scout candidates are encouraged to use this guide to ensure a smooth, well-organized, and successful Life to Eagle journey.





# Where can you find this Guide?



**Go to the Green Mountain Council website:**

<https://www.scoutingvermont.org/trail-to-eagle.html>

*(old version)*

**UPDATED VERSION  
COMING VERY SOON!**





# Life to Eagle Procedures Guide



The Life to Eagle Procedure Guide is broken down into several sections:

- **Overview – Journey to Eagle**
- **Eagle Scout Service Project Workbook**
  - **Eagle Scout Service Project Proposal**
  - **Eagle Scout Service Project Plan**
    - **Conducting the Project**
  - **Eagle Scout Service Project Report**
- **Preparing Paperwork Required for BOR**
- **The Eagle BOR**





# Eagle Scout Service Project Proposal



## Download the Eagle Scout Service Project Workbook

Be sure to download the *most current version* of the Eagle Scout Service Project Workbook. Save it to your computer first, then open it using Adobe Acrobat. This will allow you to properly enter text, insert images, and save your work without losing data.

<https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-workbook-procedures/>

**Do NOT use a Chromebook to edit the document**



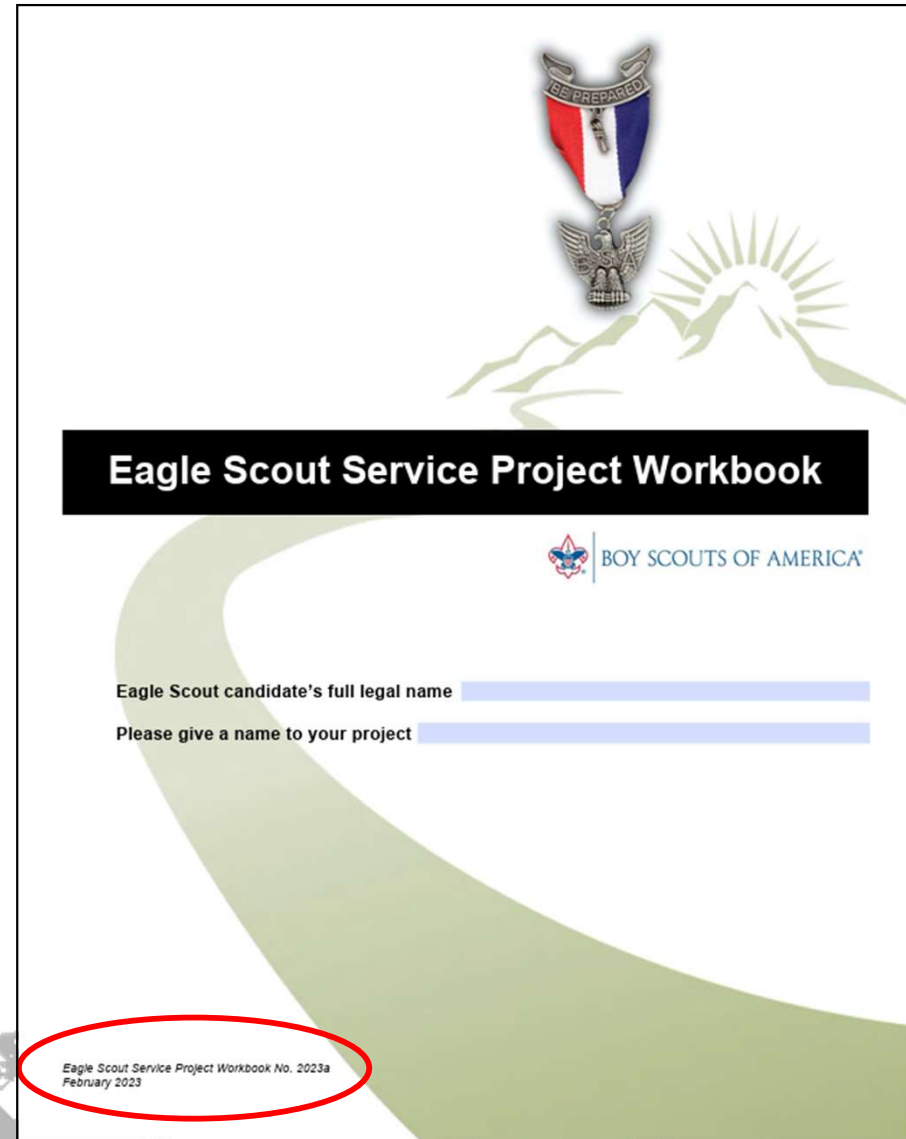


# Project Proposal - Workbook



Do **NOT** use Google to search for this document as there are many older versions available on the internet. Use the link on the previous slide as it will bring you to the National BSA website where the most current versions of the Eagle Application and the Project Workbook documents.

To confirm the date of the Workbook, the date can be found on the front cover of the workbook, in the bottom left corner.





# Project Proposal



## Important Reminder - Time Tracking

From the moment your Eagle project begins until the final signature on your report, track all time spent by you and others involved.

This includes:

- Planning activities (emails, phone calls, and meetings)
- Travel to and from project-related events
- Work on the physical project
- Writing and editing the proposal, plan, and final report

Any time invested in your project by anyone counts. Keep detailed records from start to finish to ensure accurate reporting and help showcase your leadership and project management skills.





# Project Proposal



## Complete:

- Contact page
- Project Proposal
  - High level project outline
  - Pictures if applicable
  - Estimates of materials, cost, etc.
- Complete Fundraising Applications (*found in Eagle Scout Service Project Plan section*)
- Getting required signatures (*pay attention to order of signatures*)

## Submission Process

- District Project Advisor
  - Contact information available in the Life to Eagle Procedure Guide (pg. 36)
  - Can be sent via email to the District Project Advisor

**NOTE: Electronic signatures ARE allowed, it is NOT required to have actual signatures.**



# Where does Proposal go for Approval?



Send your Proposal to the appropriate Project approver for your District:

<p><u>Calvin Coolidge</u></p> <p>Jennifer Matheson PO Box 121 Newfane, VT. 05345 (E): <a href="mailto:jmatheson1971@gmail.com">jmatheson1971@gmail.com</a> (H): 802-365-9322</p>	<p><u>Ethan Allen</u></p> <p>Dean Silloway 421 Orchard Hill Pittsford, VT 05763 (E): <a href="mailto:dean@silloway.net">dean@silloway.net</a> (P): 802-483-6881</p>
<p><u>Long Trail</u></p> <p>Albert Caron 49 South Main St Waterbury VT, 05676 (E): <a href="mailto:albert.caron1@gmail.com">albert.caron1@gmail.com</a> (P): 802-244-7202</p>	<p><u>Three Rivers</u></p> <p>Rick Bourdeau 12 Petty Brook Rd. Milton, VT 05468 (E): <a href="mailto:Rnabourdeau@aol.com">Rnabourdeau@aol.com</a> (P): 802-893-1986</p>





# Eagle Scout Service Project Plan



## Developing Your Eagle Scout Project Plan

Eagle Scout Requirement 5 states that you must both “*plan*” and “*develop*” your service project. Section 3 of the Eagle workbook is where you bring your approved concept to life, it’s your opportunity to build out the detailed plan that will guide your project from start to finish.

- No signatures are needed in this section. It’s a working document meant to support your planning process.
- Be sure to incorporate any feedback or changes suggested during the proposal review phase.





# Eagle Scout Service Project Report



## Final Project Report: Reflections and Documentation

Section 4 focuses on your Final Write-up, a comprehensive summary of your Eagle Scout Service Project experience.

Be sure to include:

- **Leadership in Action:** Specific examples of how you led your team throughout the project
- **What Worked (and What Didn't):** Insights into your successes, challenges, and how you adapted
- **Lessons Learned:** What the experience taught you about leadership, planning, and problem-solving
- **What You'd Do Differently:** Reflections on improvements you'd make if given a second chance
- **Adjustments Made:** Note any changes during execution and how you responded to them
- Also include:
  - **Plenty of Photos:** Visual documentation helps tell the story—before, during, and after
  - **Volunteer Sign-In Sheets:** A clear record of who supported your project and when

**NOTE: The more information you provide the less questions the Board can ask 😊**

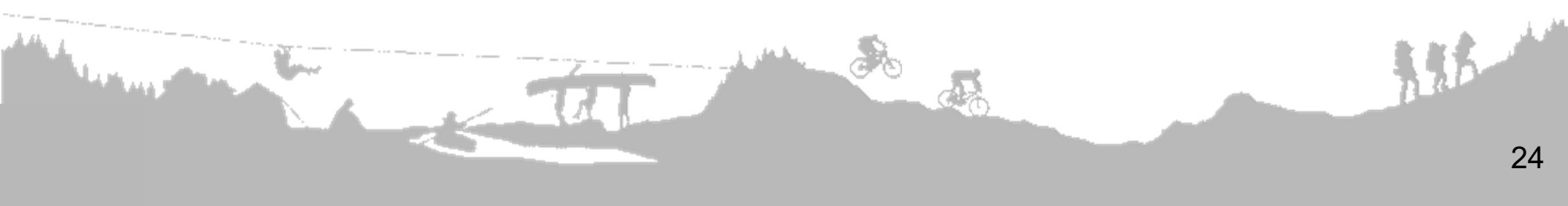




# 7. Eagle Scout Board of Review



- The *Guide to Advancement* sets the standards for conducting an Eagle Board of Review.
- Eagle Boards are organized by the Council working with the Scout/Unit to schedule.
- A Council Representative, or designee, must be on the Board. Min 3 max 6 members and all BOR members must be 21 or older.
- Highly suggest community participation on Board.
- Reference letters, *if submitted*, Eagle Application, Statement of Ambitions, Eagle Project Workbook, and any supporting documentation must be provided to the Board of Review.
- BOR can be held up to 24 months after a Scout's 18<sup>th</sup> birthday, without additional approval.





# Preparing the Required Paperwork

Once you've completed the Eagle Rank requirements you need to the following to schedule your Eagle BOR:

- Eagle Application & Statement of Ambitions (completed and signed)
- Complete Eagle Project Workbook w/ signature pages
- Reference Letters
- Support documentation such as pictures, receipts, time logs, etc.

**\*\* All documents may NOW be submitted electronically, and COPIES are no longer needed. \*\***





# Eagle Application



## Submitting the Eagle Scout Rank Application

After completing all Eagle Rank requirements, you must submit a completed Eagle Scout Rank Application (No. 512-728). Be sure to use the most current version, as of now the January 2025 revision is required.

You can download the latest copy here:


[https://filestore.scouting.org/filestore/pdf/512-728\\_WB\\_fillable.pdf](https://filestore.scouting.org/filestore/pdf/512-728_WB_fillable.pdf)



# Front Page of Application

The Eagle Scout Rank Application is a fillable PDF. We strongly recommend typing your responses to ensure legibility and reduce errors, it will save time and ensure the information is accurate.

- ❑ Gathering Dates: Board of Review (BOR) dates and leadership tenure must be verified using your Scout Handbook, unit records, or other reliable sources.
- ❑ Reference Requirements:
  - All references listed on the application are required.
  - Contact Information: Be sure to provide full contact details for each reference—name, address, phone number, and email.
- ❑ Merit Badge Verification: Use your Council advancement report or Scoutbook to complete the Merit Badge section. Remember to cross out unearned badges when options are listed (e.g., cross out Environmental Science if you earned Sustainability).



## EAGLE SCOUT RANK APPLICATION

**TO THE EAGLE SCOUT RANK APPLICANT:** This application is to be submitted after you have completed all requirements for the Eagle Scout rank. **Print in ink or type all information. List the month, day, and year for all dates.** When you have completed this application, sign it and submit it to your unit leader.

COUNCIL MUST COMPLETE	
COUNCIL NO.	TYPE OF UNIT
CST	UNIT NO.
PID NO. (REQUIRED)	
POSTHUMOUS: <input type="radio"/>	

**FULL NAME** \_\_\_\_\_

Street address or P.O. box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_

Telephone (including area code) \_\_\_\_\_ Email \_\_\_\_\_

Troop, crew, ship, or Lone Scout Unit No. \_\_\_\_\_

Unit City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_

Date joined Scouts BSA \_\_\_\_\_

Date joined a Venturing crew \_\_\_\_\_

Date joined a Sea Scout ship \_\_\_\_\_

Date of First Class Scout board of review \_\_\_\_\_

Date of Star Scout board of review \_\_\_\_\_

Were you a Cub Scout?  Yes  No

Were you a Webelos Scout?  Yes  No

Did you earn the Arrow of Light Award?  Yes  No

Had you completed fifth grade upon joining?  Yes  No

**AGE REQUIREMENT ELIGIBILITY:** Merit badges, badges of rank, and Eagle Palms may only be earned by registered Scouts, and qualified Venturers and Sea Scouts. They may earn these awards until their 18th birthday. A Venturer or Sea Scout who achieved the First Class rank in a Scout troop or as a Lone Scout may continue working for the Star, Life, and Eagle Scout ranks and Eagle Palms while registered as a Venturer or Sea Scout up to their 18th birthday. **Scouts, Venturers, and Sea Scouts who have completed all requirements prior to their 18th birthday may be reviewed within 24 months after that date with no explanation.** Refer to the Guide to Advancement, No. 33088, section 8.0.3.1, for boards of review beyond that period.

A Scout, Venturer, or Sea Scout approved to be registered beyond the age of eligibility may work toward Scouts BSA rank advancement after their 18th birthday. See the Guide to Advancement, section 10.0.0.0, for details.

**REQUIREMENT 1.** Be active in your troop, crew, or ship for at least six months as a Life Scout.

**REQUIREMENT 2.** As a Life Scout, demonstrate that you live by the principles of the Scout Oath and Scout Law in your everyday life and tell how you have done your duty to God. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.

Name	Address (including City, State, Zip)	Telephone	Email
#1	_____	_____	_____
#2	_____	_____	_____
#3	_____	_____	_____
#4	_____	_____	_____

**REQUIREMENT 3.** Earn a total of 21 merit badges (required badges are listed). List the month, day, and year the merit badge was earned and the unit number it was earned in.

MERIT BADGE	DATE EARNED	UNIT NO.	MERIT BADGE	DATE EARNED	UNIT NO.	MERIT BADGE	DATE EARNED	UNIT NO.
1 CAMPING			*8 EMERGENCY PREPAREDNESS <del>OR LIFE SAVERS</del>					
2 CITIZENSHIP IN THE COMMUNITY			*9 <del>ENVIRONMENTAL SCIENCE</del> OR SUSTAINABILITY					
3 CITIZENSHIP IN THE NATION			10 FIRST AID					
4 CITIZENSHIP IN SOCIETY			*11 SWIMMING OR HIKING <del>OR BOATING</del>					
5 CITIZENSHIP IN THE WORLD			12 PERSONAL MANAGEMENT					
6 COMMUNICATION			13 PERSONAL FITNESS					
7 COOKING			14 FAMILY LIFE					

\*Cross out badges not earned. If a crossed-out badge in #8, #9, or #11 was earned, it may be reentered in 15 through 21. You must attach the Application for Alternative Eagle Scout Rank Merit Badges for those merit badges earned in place of the Eagle required badge(s).



# Back Page of Application

- ❑ Ensure you are only entering leadership positions as a Life scout
- ❑ Requirement 5 – enter total hours from your project workbook
- ❑ Certification By Applicant – this requires that you write an essay – **statement of ambitions and life purpose** (must be submitted with your Eagle Application)
- ❑ Ensure you get all required signatures: Applicant, Scoutmaster, Committee Chair

[Redacted Name]

**REQUIREMENT 4.** While a Life Scout, serve actively in your unit for a period of six months in one or more of the following positions of responsibility. List only those positions served after Life board of review date.

**Scout troop.** Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, webmaster, outdoor ethics guide.

**Venturing crew/Sea Scout ship.** President, vice president, secretary, treasurer, quartermaster, historian, den chief, guide, boatswain, boatswain's mate, yeoman, purser, storekeeper, chaplain aide, outdoor ethics guide, crew leader, media specialist, specialist or webmaster.

**Lone Scout:** Leadership responsibility in your school, religious organization, or club, or elsewhere in your community.

Date of Life Scout board of review: [Month] [Day] [Year]

Position: [ ] FROM [Month] [Day] [Year] TO [Month] [Day] [Year]

Position: [ ] FROM [Month] [Day] [Year] TO [Month] [Day] [Year]

**REQUIREMENT 5.** 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 Scouting America.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.

Project name: [ ] Date project finished: [Month] [Day] [Year]

Grand total in hours: [ ] (from Eagle Scout Service Project Workbook—for statistical purposes only)

**REQUIREMENT 6.** While a Life Scout, participate in a unit leader conference.

Date conference was held: [Month] [Day] [Year]

**CERTIFICATION BY APPLICANT.** On my honor as a Scout, Venturer, or Sea Scout all statements on this application are true and correct. All requirements, with the exception of my board of review, were completed prior to my 18th birthday. In preparation for your board of review, prepare and attach to your Eagle Scout Rank Application a statement of your ambitions and life purpose and 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.

Signature of applicant: [ ] Telephone: [ ] Date: [Month] [Day] [Year]

\*Or the date established by an extension of time granted by the National Council (see the Guide to Advancement, section 9.0.4.0). The completion date does not apply to Scouts registered beyond the age of eligibility as provided for in the Guide to Advancement, section 10.0.0.0.

**UNIT APPROVAL** (personal signatures required)

Signature of unit leader: [ ] Telephone: [ ] Date: [Month] [Day] [Year]  
Scoutmaster, Advisor, or Skipper

Signature of unit committee chair: [ ] Telephone: [ ] Date: [Month] [Day] [Year]

**LOCAL COUNCIL VERIFICATION.** According to the records of this council, the applicant is a registered member of this unit and this application is approved as accurate.

Signed: [ ] Position: [ ] Date: [Month] [Day] [Year]

**REQUIREMENT 7.** Successfully complete your board of review for the Eagle Scout rank.

The applicant appeared before the Eagle Scout board of review on this date, and this application was approved.

Date: [Month] [Day] [Year]

Signature of Eagle Scout board of review chair: [ ] Signature of council/district board representative (if applicable): [ ]

I certify that all procedures, as outlined in the Guide to Advancement, have been followed. I approve this application.

Scout executive: [ ] Date: [Month] [Day] [Year]

Presentation of the rank may not be made until the Eagle Scout credentials are received by the local council.

**NOTE: The version # (printing date) can be found on the back page of the application in the lower right-hand corner.**



**NATIONAL EAGLE SCOUT ASSOCIATION.** As an Eagle Scout, you may now join the National Eagle Scout Association, a fellowship of the top achievers of Scouting America. As a NESA member, you have networking opportunities with other Eagles and will stay connected to the latest Scouting news. A portion of your membership fee supports NESA's many programs such as providing college scholarships.

Apply for your NESA membership <https://nesa.org/why-join/>

512-728  
January 2025 Revision





# Statement of Ambitions & Life Purpose



## Statement of Ambitions and Life Purpose

This is your chance to express your personal vision—*your goals, dreams, and what you hope to accomplish in life*. Whether you're aiming for a particular career, want to make a difference in your community, or aspire to explore and grow, this essay helps you define the path ahead.

It's also an opportunity to showcase your leadership experience. Include every position you've held in your school, religious institution, camp, or community - *anywhere you've demonstrated initiative and responsibility*. Be sure to list any honors or awards you earned along the way.

Don't hold back! Many Scouts overlook just how much they've already achieved. Reflect deeply and give yourself credit; this reflection builds confidence and self-awareness that will serve you throughout life.

**Take your time with this—your story is worth telling.**





# Next Steps

Once you have completed your Eagle application seek required signatures and then scan final copy (.pdf) with signatures. When ready to submit your paperwork, you can submit via email.

If you would like to submit hardcopy please mail to the Council Office:

**Green Mountain Council, BSA**

**Attention: Registrar**

**PO Box 557**

**Waterbury, VT 05676**

## NOTE

The Eagle Scout application can be submitted after a Scout's 18<sup>th</sup> birthday; however, the board of review must be completed within a certain timeframe. All other requirements, including the service project and merit badges, **must** be completed before the Scout's 18<sup>th</sup> birthday.

**It is highly recommended to complete the paperwork process before turning 18, as delays can create a misleading sense of flexibility.**



# Submitting Paperwork and Schedule Eagle BOR



## Submitting Your Eagle Application Packet

Once your documents are complete, you may submit electronically via email to Council for processing. This saves time and eliminates the need for printing and mailing paper copies.

Be sure to follow the submission checklist at the back of the *Life to Eagle Procedure Guide*. Incomplete or incorrect documentation may delay the scheduling of your Board of Review.

**Important:** You no longer need to print your paperwork or send it to the District Eagle Board of Review Chair. All Eagle BORs will now be scheduled through the **Council Eagle Board of Review** team.





# Submission Process



## Assemble the Eagle Scout Package in preparation for the Board of Review

To prepare for their Board of Review, each Eagle candidate must assemble the following documents:

### Required Documents:

- **Eagle Scout Rank Application** – Signed and scanned copy in electronic format (.pdf, .doc).
- **Letter of Ambitions & Life Statement** – Electronic format (.pdf, .doc).
- **Eagle Scout Service Project Workbook** – Original copy, including all sections and signature pages (scanned) (.pdf).
- **Letters of Reference** – At least three original letters from individuals listed on the Eagle Scout Rank Application.

- **Submission Guidelines:**

- Letters may be delivered in a sealed envelope to the candidate or a designated individual but must remain unopened until the Board of Review.
- Alternatively, references may submit letters electronically via this form:  
<https://forms.office.com/r/0rXWddLyNK>





# **\*\*Electronically Submitted\*\***



## **Reference Letters**

**If you would like reference letters submitted electronically, please provide your selected individuals with the following link:**

<https://forms.office.com/r/0rXWddLyNK>

The screenshot shows a web form titled "GMC Eagle Scout Recommendation Form" from Scouting America. The form includes a header with the Scouting America logo and a disclaimer: "An Eagle Scout candidate must demonstrate that they live by the principles of the Scout Oath and Law in their daily life. In this regard, the candidate has indicated that you know them personally and that you are willing to provide a letter of reference on their behalf. Please note that the contents of the recommendation WILL NOT be shown to or discussed with the candidate, nor with anyone not a member of the Eagle Scout Board of Review. **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." Below the disclaimer, there is a note: "When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself." The form contains two required text input fields: "1. Eagle Scout Candidate's First Name \*" and "2. Eagle Scout Candidate's Last Name \*". At the bottom, there is a "Next" button, a "Page 1 of 3" indicator, and a footer that says "Never give out your password. [Report abuse](#)".



## GMC Eagle Scout Recommendation Form



When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

\* Required

### Reference Information

3. Your Name \*

Enter your answer

4. Your Email \*

Please enter an email



5. Which best describes your relationship to the candidate. \*

Please select at most 2 options.

Educator

Employer

Coach

Faith Leader

Scouting Volunteer

Other

6. How many years have you known the candidate (approximately) \*

The value must be a number

Back

Next

Page 2 of 3



## GMC Eagle Scout Recommendation Form



When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

\* Required

### Personal Recommendation

7. Based on your interactions with the candidate, how do you feel they exemplify Scouting's principles? \*

Enter your answer


You can print a copy of your answer after you submit

Back

Submit

Page 3 of 3

Never give out your password. [Report abuse](#)

 Microsoft 365

This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password.

Microsoft Forms | AI-Powered surveys, quizzes and polls [Create my own form](#)

The owner of this form has not provided a privacy statement as to how they will use your response data. Do not provide personal or sensitive information. | [Terms of use](#)



# Submission Process (cont.)



## Submission Instructions:

### 1. Organize Your Documents

1. Place all required files (Eagle Application, Life Purpose Statement, and other attachments) in a folder on your computer.

### 2. Prepare Your Email Submission

1. Open your email application and create a new message.

**2. To:** **592Eagle@scouting.org**

**3. Cc:** Your email, your Scoutmaster's email, and your parent/guardian's email.

**4. Subject:** **[First-name] [Last-name] Eagle Application**

#### 5. Attachments:

- Eagle Scout Rank Application
- Letter of Ambitions & Life Statement
- Eagle Scout Service Project Workbook
- Any other supporting documentation such as copies of receipts, unit activity logs, etc.

### 3. Compose Your Email Message

1. Include a brief statement indicating that you are submitting your Eagle paperwork.

2. Provide your contact information for any follow-up questions. (see *sample next page*)

### 4. Send the email





# SAMPLE EMAIL



Message Insert Format text Draw Options

Calibri 11 B I U S ≡ ... A ↻ ⚙️ 🔗 ↻ 📎 🗄️ 🗣️ ! ... Copilot

Send From: kjbelle66@hotmail.com

To: 592 Eagle <592eagle@scouting.org> X Bcc

Cc: Ken Bell <kjbelle66@hotmail.com> X ScoutmasterT658@hotmail.com X

Kenneth Bell Eagle Application Draft saved at 10:54 AM

John Doe Project Receipts.pdf 1 MB

John Doe Scout Activity Log.pdf 768 KB

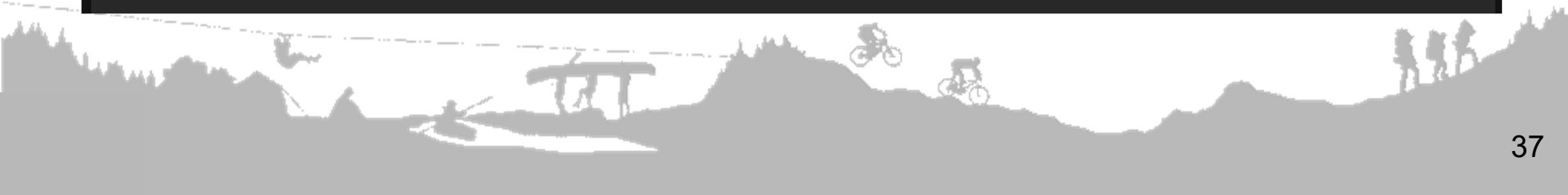
John Doe Eagle Project Workbo... 5 MB

John Doe Eagle Application.pdf 558 KB

Please find attached my Eagle application and supporting documents.

Please contact me with any questions. I can be reached at kjbelle66@hotmail.com or by phone at 802-111-1111.

Thank you!  
Ken





# Council Review Process



## Processing and Review:

- Upon submission, a folder will be automatically created in the Council's SharePoint system, labeled with your name and submission date.
- Council staff will receive new document **Receipt** notification. They will review the application, verifying the advancement records and electronically signing the Eagle application.
- Once verified, the paperwork will be transferred to the **BOR Stage Eagle Application Folder**, and an approval notification will be finalized.
- The **Council Eagle BOR Team** will then be notified via email, and they will begin coordinating your Board of Review date.
  - *This process may take **2-3 weeks**, as board members are recruited and schedules are aligned.*

## Alternative Submission (Printed Materials):

If electronic submission is not possible, prepare a **printed packet** with all required documents and submit it to the **Council Registrar** for verification and signature.

**Mailing Address:** Green Mountain Council  
PO Box 557 Waterbury, VT 05676  
ATTN: Council Registrar

***This process ensures a smooth transition from submission to Board of Review, maintaining the integrity of the Eagle Scout advancement process.***





# The Eagle Board of Review





# Where are the Board of Reviews held?



## Eagle Scout Board of Review Scheduling and Location Guidelines

All Eagle BORs will be coordinated at the Council level. However, location specifics vary by District:

- **Three Rivers & Long Trail** Districts: Eagle BORs will be scheduled at the Council Office in Waterbury.
- **Ethan Allen & Calvin Coolidge** Districts: Candidates may choose to have their BOR held within their District or request it take place at the Council Office.

A date will be selected that works for the Eagle candidate, the Scoutmaster, and the BOR committee. The Board Chair will offer a few scheduling options for consideration.

**Please note:** All board members are volunteers, it takes time to coordinate their availability and secure a location. It may take a few weeks to coordinate everything, your flexibility and patience are appreciated.

Most communication will occur via email. Check your inbox regularly and respond promptly as timely communication helps move the process forward efficiently.

**Important Youth Protection Guideline: The Eagle candidate **MUST** copy both their Scoutmaster and/or Troop Committee Chair as well as a parent/guardian on all email communications.**



# Who Can Attend the Eagle BOR?



Your Scoutmaster will attend your Eagle BOR and is responsible for introducing you to the board. After the introduction, they may not ask questions or assist you during the Q&A portion of the review. They may provide feedback if directly asked by a Board member.

In the case of their absence, or if the Scoutmaster is your parent, this responsibility may be delegated to an Assistant Scoutmaster from your unit.

**Optional:** You may also choose to have an Advocate\* present during your BOR. This can be a trusted adult, such as a unit leader, committee member, teacher, or mentor. If you would like an Advocate to attend, please notify the Board of Review Chairperson in advance.

***\* The advocate cannot be one of your references, or a relative; please consider this when selecting your references/advocate.***



# What's the Advocates Role?



## The Role of an Advocate at Your Eagle Board of Review

If you choose to have an Advocate present, they will serve as an active participant in your Eagle Scout Board of Review. Their role includes:

- Joining in the Question & Answer session
- Offering support if you encounter difficulty responding to questions
- Voting as a full member of the review board

If your board approves your advancement, the Advocate will also sign your Eagle Scout Rank Application.

This role is entirely optional and is available to provide support if you feel it would benefit your experience.





# Night of the BOR



Board members will arrive about 15 minutes before your scheduled BOR to set up the room and finalize any last-minute details. This brief window allows them to review materials, clarify any open questions, and ensure everything is ready for a smooth and respectful review process.

Once the BOR team is ready, the Board Chair will find you and escort both you and your Scoutmaster into the room to begin your Board of Review.





# Eagle Scout Board of Review



The Board has a two-fold purpose:

- To discuss the quality of the Scout's character and their life experiences
- To determine whether the Scout has fulfilled the requirements for Eagle rank

The Scout will be asked to describe and evaluate their Eagle project, career in Scouting, and plans for the future.

The Board's recommendation **must** be unanimous.





# Eagle Scout Board of Review



While in-person Eagle Boards of Review are strongly preferred, we recognize that circumstances may occasionally make this impractical.

In such cases, a video conference BOR may be permitted, provided the following conditions are met:

- The request for a virtual BOR must be initiated by the Scout
- The request must be approved by the Council in advance





# Unsuccessful BOR



If the Board of Review is not unanimous, two are paths available:

## Deferral for Improvement

Used when the Scout is under 18 and the Board sees potential for improvement.

The Board may reconvene later (ideally with the same members) after giving the Scout a defined timeframe and specific improvement goals.

## Appeal Process

If a final negative decision is made, the Scout must be informed of their right to appeal and provided guidance on how to initiate it.

The Board must choose either deferral or appeal before informing the Scout. The Scout is then brought back in and given a clear explanation of the decision.

- If **Deferred**, the Board outlines the actions and timeline needed to qualify. A follow-up letter confirms the agreement. The Scout may still appeal the deferral decision.
- If **Appealed** the scout, the scout's family, or the SM would start by reaching out to the Council Advancement Chairperson. If unresolved, the appeal may then be escalated to the Council Scout Executive.

This process ensures fairness and provides Scouts with an opportunity to address concerns or seek reconsideration of their advancement status.



# Post-Board of Review



Once your Eagle Board of Review is approved, the completed paperwork is submitted to the Council for final processing and then forwarded to BSA National Headquarters for official approval.

After National approval, your Eagle Scout rank will be reflected in Scoutbook; this process typically takes 6-8 weeks. A packet of paperwork will also be sent to the Council Office which will then be sent to your Unit Leader.

Once confirmed, you and your family may begin planning your Eagle Court of Honor with your unit.

Your unit leader(s) will pick up your Eagle Award package, including pins, patches, any earned palms, and any items for your COH from the Council Service Center.





# The Eagle Court of Honor



## Planning the Eagle Scout Court of Honor

While every unit has its own unique traditions, the Eagle Scout Court of Honor (CoH) is typically organized by the Scout and their family and held separately from a standard unit Court of Honor.

There's room for creativity and personalization, but two elements are traditionally essential:

- The Eagle Charge is formally delivered to the Scout
- The Scout recites the Eagle Scout Promise

These powerful moments honor the achievement and inspire continued leadership and service.





## Important Note on Eagle Scout Procedures

Eagle Scout procedures have seen significant changes in recent years, with more updates on the horizon. To ensure accuracy and alignment with current requirements, always refer to official BSA resources.

Information from unofficial websites is often outdated or incorrect. Be sure to use only the official Scouts BSA sites for the most current and reliable guidance.





**Questions?**

