

Lincoln Heritage Council Guide to the Eagle Application Process

This process has been created to assist you in preparing for the Rank of Eagle. These items should be completed in the suggested order in which they are listed.

After earning the Rank of Life Scout you should review and understand all of the requirements needed for the Eagle Scout Rank. Review the requirements listed in the Boy Scout Requirements book. Work with your Troop Advancement Chair and Scoutmaster to fulfill your requirements and Scoutmaster's conference.

With all requirements and your Scoutmaster's conference complete, you are ready to move to the Eagle Application Process.

Step 1: Obtain your Person Profile from the Council office.

Step 2: Complete your Eagle Scout Application which is available at the Council website: www.lhcsa.org
Use the Search bar and type in "**So You Want to be an Eagle Scout.**" You will see **Forms:**

Pointers for filling out the Application:

- Every question or space needs attention, do not leave blanks.
- Requirement 2: References: Call your references and ask permission to use their name and information on your Eagle Scout Rank Application. Let them know they will be asked to write a reference letter for you. If you do not have a job leave the employer's line blank. Reference letters should be turned into the Eagle Board. These letters are not to be returned to the Scout. If not affiliated with an organized religion, then the parent or guardian provides this reference.
- Requirement 3: List the Merit Badge and dates you earned for each one. Make sure your dates match your Person Profile. If any dates are incorrect in the Council's records, an advancement report or blue card will need to be provided to the Council office for corrections. List your elective Merit Badges in alphabetical order. This will make the Eagle Palm process easier if you choose to obtain any palms.
- Requirement 5: Ensure your project workbook is complete with the original signatures. Turn in a copy of Proposal Page E with the required signatures to Council with your application during the verification process.
- Write a statement of ambitions and life purpose and attach it to your Eagle application. This will also need to be turned in with your Eagle application to the Council office during the verification process.

Step 3: Obtain the required signatures for your Eagle application. (Scout, Unit Leader and Committee Chair)

Step 4: Take your Eagle Scout Rank Application to the Council office front desk and ask that they verify the application. If the Eagle lives outside of the immediate area of the Council, a scan of the original and the required materials may be emailed to Council. Send your application for verification to Angela Greenwell at angela.greenwell@scouting.org

- Step 5: The Council will sign the original application as verified and provide a verified copy of the application to the Scout. A word document on the Eagle Scout process "What You Need to Know" will also be given to the Scout. The Scout can inform his Scoutmaster and arrangements can be made to schedule his Eagle Board of Review.
- Step 6: Attend and successfully complete your Eagle Board of Review. You will need to have your Troop prepare a Rank Advancement Report. Make sure following your Review that the Board signs your original Eagle Scout Rank application and Advancement Report.
- Step 7: Submit the original Eagle Scout Rank Application with signatures, the verified application, Letter of Ambition and Life Purpose and the signed Advancement Report to the Council office to be certified with the National BSA office. The Council will affix the Scout Executive signature when submitting for certification.
- Step 8: Within 3-4 weeks the Council will notify your Scoutmaster that your Eagle certificate is at Council and ready for pickup.