

## Eagle Scout Rank Application Process

1. 9.0.1.1 Complete all the Requirements - Unit confirms all requirements have been completed: merit badges, service projects, active participation, Scout Spirit, position of responsibility, etc.
2. 9.0.1.2 Prepare the Eagle Scout Service Project Workbook (512-917). This requires input from the Scout, Unit and District. It shows the project proposal was approved ahead of time and properly accepted by all parties when finished.
3. 9.0.1.3 Complete the Application - Scout must complete the official Eagle Scout Rank application (512-728.) Make sure all required dates are filled out, list all six references (five if not employed), if not affiliated with an organized religion parent provides this reference, merit badge information, list one of the approved position of responsibility and add any additional attachments (service project workbook, statement of ambition and life purpose, etc.)
4. 9.0.1.4 Obtain Required Signatures – Unit Leader and Unit Committee Chair signatures represent approval to move on to a board of review. The signers check the application for accuracy of time span between ranks, merit badges and position of leadership.
5. 9.0.1.5 Submit to Council Service Center – The Eagle Scout Rank application form or a copy is submitted to the council for verification. It may be turned in at either office, faxed (Dallas Fax: 214-902-6789 & Fairview Fax: 214-509-2199) or scanned and emailed to 571.eagle@scouting.org. If emailed, the subject line should include the Unit (Troop, Team or Crew), unit number and district. The Central, East Central and Southwestern Service Areas will be handled by Brittany Stanley at the Dallas office and the Eastern and Northern Service Areas will be handled by the Fairview office. Please allow 7-10 business days to verify all applications.
6. 9.0.1.6 Council Verifies Application - The Council notifies the Eagle Contact when verified or if there is incomplete or incorrect information. Board of Review is scheduled.
7. 9.0.1.7 – References Contacted – References contacted by letter, form or phone call.
8. 9.0.1.8 – Application Returned to Council – If a board of review approves a candidate, the signed application and other confidential information are returned to the council.
9. 9.0.1.9 – Council Sends Application to National – at the council the Scout Executive signs the application, certifying proper procedures were followed. The application is entered into ScoutNET and sent to National.
10. 9.0.1.10 – National Returns Eagle Package – National validates the application and sends the Eagle package to the council.