



Eagle Rank Application Review Process

Eagle Service Project Proposal

When a Proposal arrives at Knox Trail Council via email the name of the Scout is recorded and what he is doing is logged, along with the date it arrives. The Scout will receive an email confirming that the Proposal was received and that it is being forwarded to the District for approval.

The Proposal is reviewed to be sure all contact information, pages, and signatures are included. A copy is then printed and put into a binder of active Eagle Service Projects.

The Proposal is then forwarded to the District advancement chair for that Scout's District and, again, the date is logged.

The District advancement chair reviews the Proposal, and if it is found to meet all requirements, signs the Proposal and informs the Scout and Knox Trail Council via email that the proposed project has been approved. Attachments to this email will include the completed Proposal signature page, together with each of the following documents:

- *How to Prepare Your Eagle Scout Service Project Proposal and Report*
- *How to Complete Your Eagle Scout Rank Application Form*
- *How to Submit an Eagle Scout Application to Knox Trail Council*
- *Eagle Scout Letters of Reference Procedures*

All of these attached documents also are available online via the Knox Trail Council website.

Upon Knox Trail Council's receipt of the email from the District advancement chair, the completed signature page will be printed and put with the Proposal in the binder of active Eagle Service Projects.

Eagle Scout Rank Application Form

The Scout completes the Eagle Scout Rank Application Form per the instructions specified in the document entitled *How to Complete Your Eagle Scout Rank Application Form* and submits the completed application form to Knox Trail Council. It is recommended that the application form be filed electronically as a pdf document to: eaglescoutapplicationsubmission@ktc-bsa.org. The Scout will receive an email confirmation when the form is received.

Following receipt of the completed Eagle Scout Rank Application Form, the application form is reviewed by Knox Trail Council to verify the following:

- date became a Boy Scout,
- dates of Boards of Review for First Class, Star, and Life ranks,
- all merit badges have been reported by the unit,
- the Scout has the necessary number of Eagle-required and nonEagle-required badges specified for each rank,

- the Life “Position of Responsibility” has been 6 months (180 days) since the Life Board of Review date, and
- all the required signatures are on the application.

Once all of the above have been verified, the Knox Trail Council emails to the District advancement chair the verified application form.

The District advancement chair then contacts the Unit advancement chair/coordinator to inform him/her that a completed application has been received, confirm that all other documents (e.g., Eagle application binder containing all sections specified in the document entitled *How to Submit an Eagle Scout Application to Knox Trail Council*) are in order and all letters of reference have been received, and schedule the Eagle Scout Board of Review.

Note that the Scout’s local Unit is now responsible for ensuring that all sections of the Eagle application binder, including all Eagle Scout Service Project signatures and dates, are secured and in full compliance with the requirements for Eagle Scout rank advancement and to bring this completed binder to the Board of Review. If the Unit fails in this responsibility, the Eagle Scout Board of Review will be postponed.

Once the Scout successfully completes his Eagle Board of Review, the Board of Review chair signs the Eagle Scout Rank Application Form and returns it to Knox Trail Council.

The application is then signed by the Knox Trail Council scout executive and submitted electronically to the national office of the Boy Scouts of America for processing and issuance of an Eagle Scout Rank Certificate. The dates of both the Board of Review and submission to the national office are logged.

When the Eagle Scout Rank Certificate is received from the national office of the Boy Scouts of America, it is paired with a congratulatory letter from the Knox Trail Council president and scout executive, and the Unit leader is notified of its availability to be picked up at the Council office. When the Unit leader picks up the Certificate, it is signed for and the leader’s name and date of pick up are logged.

These processes have been changed by the Council Advancement Committee to eliminate the need for a Scout, parent, or Unit leader to come to the Council Service Center in order to file Eagle Scout Rank Application documents. The entire process is now completed electronically and all instructions and necessary links are provided on the Knox Trail Council website under <Program> <Advancement>.