

# [BLACK SWAMP AREA COUNCIL](#) [EAGLE SCOUT CANDIDATE PROCESS GUIDE](#)

The Black Swamp Area Council Advancement and Recognitions Committee has attempted to place all the important information the Eagle Candidate will need to know regarding the Eagle Scout Process at one location on the Black Swamp Area Council website for convenient access.

This document provides important information for Eagle Scout candidates and for Unit leaders of Eagle Scout candidates to successfully navigate through the Eagle Scout process.

**All Eagle Scout candidates and adult unit leaders are strongly encouraged to become familiar with the information on the Black Swamp Area Council website.**

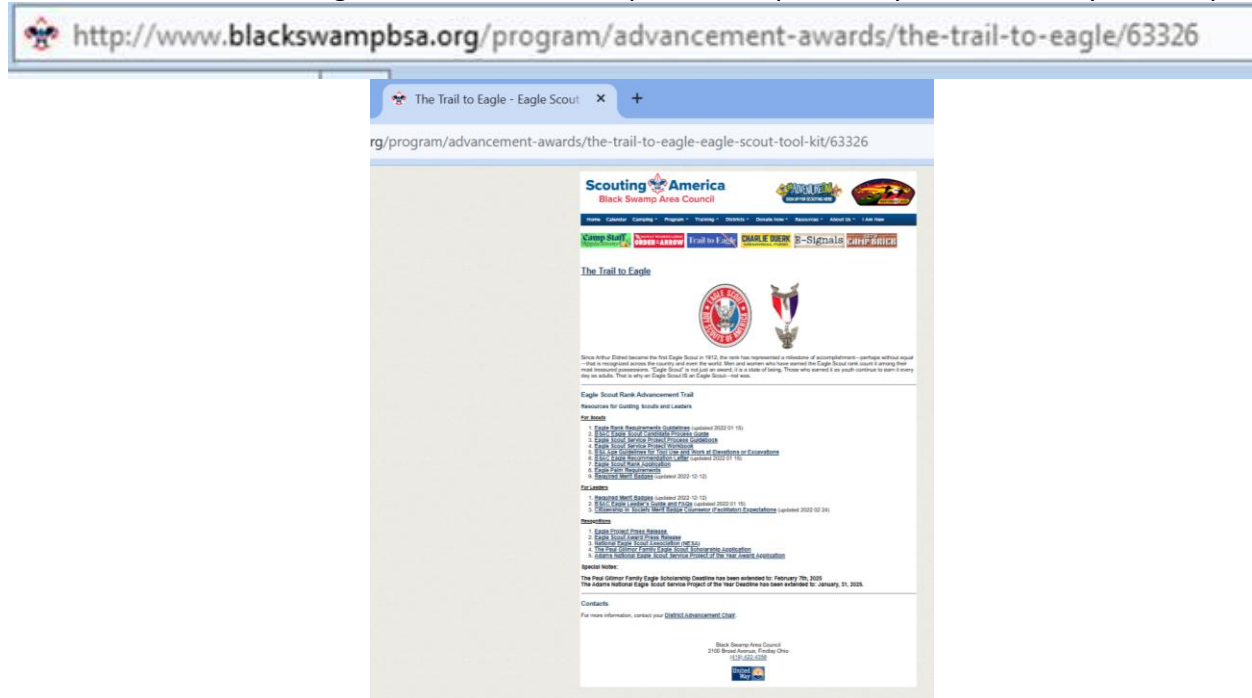
[blackswampbsa.org](http://blackswampbsa.org)

The path is;

When on the new Black Swamp Area Council web site **HOME** page,

1. Open the drop down on the **PROGRAM** tab,  
**Do not click on Scouts BSA under the PROGRAM tab drop down, for it will take you to Scouting.org and off the council web site.**
2. Click on **ADVANCEMENT AND AWARDS,**
3. Click on **TRAIL TO EAGLE** which will bring up the list of **Eagle Resources** information.

Each document under Eagle Resources can be opened independently and saved to your computer.



**Below is a brief synopsis of the information in each document contained on the Eagle Trail, Eagle Resources site.**

### **[BSAC Eagle Leader's Guide & FAQs](#)**

This document provides a quick reference for unit leaders on where the Eagle resources are located and some of the issues and questions which have arisen in the past.

### **[BSAC Eagle Scout Candidate Process Guide](#)**

This document contains an overview of the Eagle Trail Resource material available on the Black Swamp Area Council web site and its location. It is helpful to fully review this document prior to the other information on the Eagle Trail page.

### **[Eagle Requirements](#)**

Contains information explaining the six (6) Eagle rank requirements which must be completed prior to submitting the Eagle Scout Application to the Black Swamp Area Council office to initiate the Eagle Scout Board of Review process and scheduling. **It also includes the contact information for the various District Eagle Board Chair.**

### **[BSAC Eagle Recommendation Letter Guidelines](#)**

Contains information for the Eagle candidate on requesting letters of recommendation and information which the Eagle candidate will need to provide to those individuals of which they are requesting letters of recommendation. **Note:** Electronic emails are not acceptable. Letters of recommendation should be submitted in written or typed form only to facilitate signature of author. **This file also includes the contact information for the various District Eagle Board Chair.**

### **[Eagle Scout Service Project Process Guide](#)**

This document contains information to assist in successfully using the Eagle Scout Service Project Workbook in the conception, planning and completion of the Eagle Scout Service Project. Reviewing this information will significantly assist the Eagle Scout candidate through the project.

## National Eagle Scout Association (NESA)

The **National Eagle Scout Association** website can be accessed as shown below.

<http://nesa.org>

It is here that the most current **Eagle Scout Rank Application** and **Eagle Scout Project Workbook** resources can be accessed at the lower left side of the website under **EAGLE RESOURCES**. As these documents are occasionally updated by national BSA office, the Eagle candidate must use the documents located here to ensure the most current document is being used.

## BSA Age Guidelines for Tool Use and Work at Elevations or Excavations

Contains information which will be needed for planning and completing the Eagle project when tools are being used.

## **The Path to the Eagle Board of Review being Scheduled.**

Prior to an Eagle Board of review being scheduled, four steps need to be completed by the Eagle Scout Candidate.

### **1. Eagle Scout Service Project Binder;**

Once the Eagle Scout Service Project physical work is completed, the **Eagle Scout Project Report** section of the **Eagle Scout Service Project Workbook** detailing the completed project needs to be completed. The project is not fully completed until this section of the **Eagle Scout Service Project Workbook** is completed and all 4 sections of the Eagle Scout Service Project Workbook are organized and included in a 3 ring binder. Other information necessary to include in the binder is;

All project receipts,

- Project sign-in sheets with hours worked
- Photos showing the project work progression.
- The Eagle Scout candidate's contact information should be included at the front of the binder.

Failure to include all necessary information on the project in the binder may delay scheduling of the board of review.

Review of the project and project binder should be included as part of Eagle Scout requirement #6; Take part in a unit leader conference.

Following completion of the unit leader conference, the Eagle Scout candidate should contact the local district advancement chairman to arrange a meeting for turning in the project binder. The project binder is a very important document to the review and should also be for the candidate. Following the

completion of the Eagle Board of Review, the project binder will be returned to the Eagle Scout candidate for preservation.

## 2. Eagle Scout Statement of Ambitions and Life Purpose

The Eagle Scout candidate needs to write a brief 1 to 2 page letter outlining their ambitions, life purpose, activity in the community and schools and any recognitions received.

A brief outline of the information to include in the letter is shown on the second page of the **Eagle Scout Application** under requirement #6. The Eagle Scout candidate should keep a copy of the statement for their files.

Review of the statement should be included as part of Eagle Scout requirement #6; Take part in a unit leader conference.

Following completion of the unit leader conference, the letter should be turned in with the project binder to the appropriate local district advancement chairman as indicated in the [BSAC Eagle Scout Process Leader Guide & FAQs](#).

## 3. Eagle Scout Rank Application

The Eagle Scout Rank Application form must be accurately and completely filled out, including all required signatures, up to **BSA LOCAL COUNCIL VERIFICATION**.

The completed Eagle Scout Rank Application needs to be mailed to the Black Swamp Area Council office with **"Eagle Application"** written on the lower left front of the envelope to ensure efficient processing.

Following verification by the council office, the Eagle Rank Application will be forwarded to the local district advancement chair for scheduling the Eagle Rank Board of Review.

The local advancement chair will contact the Eagle Scout candidate and the candidate's unit leader regarding the date, time and place the review will be conducted. Boards of review are generally scheduled 1 to 2 months following submission of the Eagle Rank Application, receipt of letters of recommendation, the Scout's letter of life's ambitions and the Eagle Scout Service Project binder.

## 4. Eagle Letters of Recommendation

To assist the Eagle Scout Boards of Review in determining how the candidate has satisfactorily fulfilled requirement #2 of the Eagle Scout Rank Application; **"As a Life Scout, demonstrate that you live by the principles of the Scout Oath and Scout Law in your everyday life,"** the Black Swamp Area Council Advancement Committee requests that Eagle Scout candidates request Letters of Reference from the individuals listed under requirement #2 of the Eagle Scout Rank Application, who have known the Eagle Scout Candidate while a Life Scout, and can provide first-hand testimony as to how the Eagle Scout candidate has demonstrated the candidate lives by the Scout Oath and Scout Law as stated in requirement #2.

**Candidates should carefully consider the individuals being listed on the application and from which letters are being requested.** Religious, school, civic leaders and other individuals who know the candidate's character are appropriate. Consideration of the letters will be greatly affected by the credibility and stature of the individual providing the Letter of Recommendation on the candidate's

behalf. If the candidate so desires, the candidate may also request additional individuals above those listed on the application to provide a Letter of Recommendation.

Candidates should provide those individuals with;

1. A copy of the Black Swamp Area Council Eagle Scout Letter of Recommendation form and
2. Instructions to Writer of Recommendation along with
3. A pre-addressed, stamped envelope addressed to the District Advancement Chair for the candidate's area to assist the individual in providing the reference.

**In cases where letters are not provided or are deemed to not be sufficiently credible, the review board will place increased attention on the candidate satisfactorily providing personal testimony during the review as to how the candidate has fulfilled this requirement.**