

# ***Eagle Scout Rank Application Guidelines***

Below are guidelines on how to complete your Eagle application so it can be processed quickly. Failure to submit a properly completed application will delay the process.

First, be sure you use the current Eagle Scout Rank Application form. "2010 Printing" appears on the back of the most current Eagle application form in the bottom right-hand corner. The current Eagle Scout Rank Application form may be obtained online at [www.nesa.org](http://www.nesa.org).

Ask your troop (usually the Advancement Chairman) for a copy of your *Individual History Report*. This report contains dates regarding when you earned your merit badges and rank advancements and will help you fill out the Eagle application accurately. (The information on your Eagle application must match the information about you on file at the Chickasaw Council Scout Office.)

## **Personal Information:**

Fill in your full name as you wish it to appear on your Eagle certificate.

Add your address, telephone number, troop/crew number and location (city, state, zip).

List your scouting history and date of birth. Refer to your *Individual History Report* for your scouting history dates. You must list the exact date of each rank advancement.

## **Requirement 1 - Rank:**

List the month, day, and year of your Life Scout Board of Review.

## **Requirement 2 - References:**

List the name, address, and telephone number of six references (five if no employer). Contact each reference and ask their permission BEFORE you list them on your application. The ONLY reference line that may be left blank is the employer line (if you are not employed).

Give each reference a copy of the *Reference Request Cover Letter* and the *Letter of Recommendation for Eagle Scout Award Form*. This will provide instructions to your references regarding what information is needed and where they should send it. Copies of the *Reference Request Cover Letter* and *Letter of Recommendation for Eagle Scout Award Form* are available at the Chickasaw Council Office at 171 South Hollywood in Memphis or online at [www.chickasawbsa.org](http://www.chickasawbsa.org). Reference letters/forms should be sent by your references directly to the District Advancement Chairman for your District (or District Eagle Chairman if one is assigned to your district) and need to be received prior to your Eagle Board of Review. References may write a personal letter instead of using the reference form if he/she prefers.

## **Requirement 3 – Merit Badges:**

List the month, day, and year when you earned each of the 12 required merit badges and 9 optional merit badges. Also include the number of the unit you were in when you earned each merit badge. Cross out the merit badge in number 6 and 9 that you are not counting as required. If you earned a crossed out merit badge, you may reenter it in lines 13 through 21.

## **Requirement 4 – Troop Leadership Positions:**

List at least one leadership position you held while a Life Scout. Include the month, day, and year your service in each leadership position began and ended. Do NOT list leadership positions held before you became a Life Scout.

List the month, day, and year of your Life Scout Board of Review. Make sure it is the same date as you listed on the front of your application under Requirement 1.

### **Requirement 5 – Eagle Project:**

Write a one-sentence description of your Eagle project.

List the date you completed your Eagle project. It should be the same date shown on page 13 of your Eagle Scout Leadership Service Project Workbook.

Provide the grand total of hours worked on your project. This number should match the grand total listed on page 10 or your Eagle Scout Leadership Service Project Workbook.

### **Requirement 6 – Personal Statement:**

Write a statement about your ambitions and life purpose. For example, what do you plan to do after high school and beyond (career plans, do you plan to go to college, what you plan to study, community involvement, etc.)? The format and length of your statement are determined by you. Make sure your name is on your statement.

List leadership positions held in your religious institution, school, camp, community, or other organizations. Also list honors and awards received during service to any of these organizations. (You may attach a copy of your resume instead of making a list.)

Write “see attachments” in the space provided and attach your statement and leadership info.

Participate in a Unit Leader Conference and enter the month, day, and year it was held.

### **Applicant Certification:**

Certify that all statements on your application are true by signing the application. List your telephone number (with area code) and the date you signed the application.

### **Unit Approval and Council Certification:**

Your Unit Leader and Unit Committee Chair must approve, sign, and date your application or submit a written statement detailing why they decline to sign it. Submit the completed Eagle application AND Eagle Project Workbook to Dolly Nabors at the Chickasaw Council Office. (May be submitted by scout, family member, or adult leader.) The Council will verify that all information is correct and will return the approved application and workbook to whoever submitted it to the Council Office. Once the Eagle application is approved by the Council, the scout must submit his approved Eagle application and Project Workbook to his District Advancement Chairman (or District Eagle Chairman if one is assigned to your district).

### **Requirement 7 - Eagle Scout Board of Review:**

Your Eagle Scout Board of Review will be scheduled by your District Advancement Chairman (or District Eagle Chairman if one is assigned to your district) after he/she receives your approved Eagle application and Project Workbook. Once you pass your Eagle Board of Review, the Board of Review Chairman and one board representative must sign and date your application. Your approved Eagle Rank Advancement Application must be returned to the Chickasaw Council Office for processing by the National Council. You may not hold your Eagle Court of Honor until your Eagle application is processed by the National Council and your Eagle Scout credentials are received by the Chickasaw Council.

Eagle kits (Eagle patch, Eagle pin, mother’s pin, and father’s pin) may be purchased from the Scout Shop at 171 South Hollywood in Memphis with proof of your Eagle Scout Certificate.

Congratulations on completing your requirements for the rank of Eagle Scout!