

Guidelines for Completing Eagle Scout Application

Seneca Waterways Council, BSA
2320 Brighton-Henrietta TL Road
Rochester, NY 14623

Eagle Scout Rank Application

- ☐ Print legibly or type application.
- ☐ Make sure that the current application is used. This may be found on Seneca Waterways' website in the Forms section. Check with your Unit's Eagle Advisor or District Advancement Chair if you are unsure.
- ☐ Make sure that your FULL name is correct and legible.
(Eagle Scout certificates will print name as indicated)
- ☐ Include your date of birth, date of entry into Scouting, and the date of First Class, Star and Life boards of review as indicated on the application.
 - ❖ The Scout's date of rank is the date of the board of review, not the date the advancement report was submitted to the Council Service Center, nor the Court of Honor date.
 - ❖ There must be at least 4 months tenure between First Class Scout board of review and Star Scout board of review, 6 months tenure between Star Scout board of review and Life Scout board of review, and at least 6 months tenure between Life Scout board of review and Eagle Application submission.
- ☐ All references listed on the application need to be complete with name, address, phone number, and e-mail. If you do not have a religious reference, a letter stating your personal religious principle signed by a parent/guardian provides this reference.
- ☐ List the 21 merit badges that you earned and the dates on which they were completed.
- ☐ You must serve at least 6 months in a position of responsibility between Life Scout and Eagle Scout board of review dates. Acceptable positions are listed on the Eagle application. Fill in all dates, including present date.
- ☐ List the name of your project along with the date of completion and the total number of hours.
- ☐ Requirement #6, Unit leader Conference held, enter the date where indicated
- ☐ "Statement of your ambitions and life purpose..." is completed and attached to application.
- ☐ Application is signed and DATED by: Applicant, Unit leader, Committee Chairperson.
- ☐ Application along with all supporting materials (see list below) is submitted to the Council Service Center on or before your 18th birthday.

Eagle Scout Service Project Workbook

- Eagle Service Projects must be completed between Life Scout and Eagle board of review dates and prior to 18th birthday.
- The most current Eagle Scout Service Project Workbook should be used. This may be found on [Seneca Waterways Council website](#) in the Resources-Forms section. Check with your Unit's Eagle Mentor or District Advancement Chair if you are unsure.
- Project proposals are written and discussed with the benefiting organization.
- Before beginning work on the Eagle Scout Service Project, you **MUST** meet with and receive approval from a District Eagle Project Advisor. For a list of District Eagle Project Advisors, check with your Unit's Eagle Mentor or in the Resources-Forms page of the [Council website](#).
- Before beginning a project, the Eagle candidate must confirm with the District Eagle Advisor that the project meets all applicable Council and National BSA Guidelines. Other approvals needed before the project can begin are the Scoutmaster, unit committee, and the representative of the benefiting organization.
- If fundraising is needed, make sure the Eagle Scout Fundraising Application is completed and signed by the Beneficiary, Unit Leader, and District Eagle Advisor.
- The Candidate must complete all required information needed in the Eagle Scout Service Project Workbook and have the final approval signed by the Scoutmaster and the representative of the benefiting institution on the final page. Supporting material such as additional pictures, write ups, etc., may be added.

References/Recommendations

- The Eagle Scout candidate should send an Eagle Scout Applicant Recommendation Form to each reference listed on the Eagle Application. (these can be downloaded from the Forms section of the Council website). It is recommended that an envelope addressed to the Unit Leader responsible for collecting and submitting the Eagle Scout Applicant Recommendation Forms be included with the form.
- The Eagle Scout Applicant Recommendation Form should be sealed in an envelope with the reference's signature across the seal. These envelopes are to remain sealed until the Eagle Board of Review.
- Sealed Eagle Scout Applicant Recommendation Forms must be submitted by the Unit to the Council Service Center along with the other Eagle paperwork (see below). For Eagle Boards of Review held outside the Council office, the Recommendations Forms may be submitted to the District Advancement Committee Chair before the candidate's Eagle Board of Review.

Submission of Paperwork

The following must all be submitted to the Council Service Center (2320 Brighton-Henrietta TL Road, Henrietta, NY 14623) before the Eagle Board of Review can be scheduled.:

- ☐ Eagle Scout Rank Application (see above)
- ☐ Eagle Scout Rank Application, "Statement of your ambitions and life purpose and a listing of positions ..." (see above)
- ☐ Eagle Scout Service Project Workbook (see above)
- ☐ Sealed Eagle Scout Applicant Recommendation Forms must be submitted by the Troop to the Council Service Center before the candidate's Eagle Board of Review. The Unit should be sure to write the name of the candidate on the envelopes if they are submitted separately from the Eagle Scout Rank Application and Eagle Scout Service Project Workbook.

Eagle Board of Review Process

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Eagle Board of Review Scheduling

- Submit the following paperwork to the Council Service Center:
 - ☐ Eagle Scout Rank Application
 - ☐ Eagle Scout Rank Application, "Statement of your ambitions, and life purpose and a listing of positions..."
 - ☐ Eagle Scout Service Project Workbook
 - ☐ Sealed Eagle Scout Applicant Recommendation Forms (submitted by the Unit to the Council Service Center before the candidate's Eagle Board of Review). For remote Eagle Boards of Review, the Eagle Scout Applicant Recommendation Forms are submitted by the Unit to the District Advancement Committee Chair.
- Your information will be verified by the Council Registrar.
- You will be contacted via phone call or e-mail with the date of your Eagle Board of Review. The Board can be rescheduled if necessary.

It is recommended one copy of all Eagle paperwork accompany the original documents:

- ☐ Eagle Scout Rank Application
- ☐ "Statement of your ambitions and life purpose..."
- ☐ Eagle Scout Service Project Workbook

If the Scout wishes the project to be considered for Eagle Project of the Month, a copy of the workbook will be forwarded to the Eagle Project of the Month Committee for review after the Candidate's Eagle Board of Review.

- You have the option of having your Board of Review within your District (Lighthouse, Mohawk, or Seneca) or at the Council Service Center.
- You are permitted (optional) to have an adult (21 or older) representative from your unit to attend the Board of Review as an observer but NOT as a voting member of the board. Scoutmasters, Assistant Scoutmasters, and relatives are NOT eligible to attend. The Board will be composed of community leaders and Scouters selected by the Council Advancement Committee.
- You will bring with you to the Board the completed: Eagle Scout Media Information Form and Eagle Scout Biography Form, which can be found on the Council website under the Forms/Eagle Forms section
- It is preferred that a Scout be in full Field uniform (Class-A) with merit badge sash for the Board of Review. Your picture will be taken immediately after your Eagle Board of Review for publication in the newspaper.