

Journey to Eagle

Paperwork Approval
before Board of
Review – 1st Turn-in



Journey to Eagle Considerations



Congratulations on getting this far on your journey to Eagle!

As you finalize the documents you need with our handy checklist, ensure that all Eagle Scout requirements as found in the handbook are fully completed before the 18th birthday. Merit badges, badges of rank, and Eagle Palms may be earned by a registered Scout until their 18th birthday.

A Scout who foresees that, due to no fault or choice of their own, it will not be possible to complete the Eagle Scout rank requirements before age 18 may apply for a limited time extension in accordance with Guide to Advancement topic 9.0.4.0. These are rarely granted and reserved only for work on Eagle. For more information, contact your Unit Leader, Advancement Chair or District Advancement Chair.

Only Life Scouts can apply. The council can grant up to six months past the 18th birthday. Apply before you turn 18 if you can, and keep working while you wait.



1st Turn in Checklist to Council

- ☐ 1. Contact information
- ☐ 2. Photos of yourself and your project (optional)
- ☐ 3. Eagle Application
- ☐ 4. Eagle Rank Advancement
- ☐ 5. Statement of ambitions and life purpose, list of positions, honors and awards)
- ☐ 6. Eagle Project Workbook (signed)

What Happens Next?

- Council verifies your application against Scouting America records and lets you know it is ready for a board of review
- All requirements except the board of review must be finished before your 18th birthday. The board can be held up to 24 months after your 18th birthday without special approval. After that, a Belated Rank Application is needed.

Go to SVMBC webpage for submission <https://svmbc.org/resources/eaglescouts/>

Official Scouting Guide to Advancement are from <https://www.scouting.org/resources/guide-to-advancement/>

Recommendations for Documents

Consider these best practices on your Application or Project Workbook!
Ensure all document uploads are in PDF formatting.

Use

Printed Papers

- Scanned PDFs
- Signatures in Blue or Black ink
- Neat Handwriting

Digital Documents

- Print to PDF to save edits
- Utilize trusted platforms for signatures

Printed and Digital

- Combine images and documents
- Legible scanned and digital copies

Contact Information

Prepare email addresses, phone numbers, and legal names for:

- Eagle Candidate
- Parents
- Unit Leader
- Unit Advancement Chair/ Committee Member for Board of Review Assistance

Pickup Notifications of Eagle Certificates and Kits

- Sent to family of the Eagle or to the Advancement Chair

Legal Name on Certificate

Chosen Unit

Address of Scout

Board of Review Date



Contact Information

Know who your District Advancement Chair is

- Eagle Scout Process and Procedures lists out the volunteers who support your district. Ask unit leader for confirmation of what district you are in.

Eagle Scout Applicants

Earning the rank of Eagle Scout is slightly different than earning the other ranks. In addition to merit badges and other requirements, completing the Eagle Scout project is an important part of earning the award. Here are resources to assist prospective candidates along the path towards the highest rank in Scouts BSA.

[Eagle Scout Process and Procedures](#)

- Silicon Valley Monterey Bay Council is the service center
 - Address is 1900 The Alameda, Suite 100, San Jose, CA 95126
 - Phone: 408-638-8300
 - Email: eagles@svmbc.org

Photos of YOU and your Eagle Project

- Chosen uniform should be neat in appearance following [Official Policies](#)
- Eagle project photos should include you and Project before/after photos
 - Avoid schematics, Dropbox/Google Drive links, or more than 5 photos
- Use JPEG or PNG formats
- Consider Digital Safety of all those depicted before submitting photos



Model photo of you



Model photo of Eagle
Project progress



Model photo of You
with Eagle Project



EAGLE SCOUT RANK APPLICATION

TO THE EAGLE SCOUT RANK APPLICANT. This application is to be submitted by an applicant who has completed all requirements for the Eagle Scout rank. **Print in ink or type.** List the month, day, and year for all dates. When entering dates use the format **mm/dd/yy** — for example, list the date July 8, 2024, as 07/08/24. When you have completed this application, sign it and submit it to your unit leader.

FULL NAME

Street address or P. O. box

City

State

ZIP code

Telephone (Including area code)

Email

Troop, crew, ship, or Lone Scout Unit No.

Unit City

State

ZIP code

PARENT/GUARDIAN INFORMATION

Parent/Guardian name

Employer (optional)

Date joined Scouts BSA

Date joined a Venturer Unit

Date joined a Sea Scout Unit

Date of First Class Scout rank

Date of Star Scout rank

Were you a Cub Scout?

Were you a Webelos Scout?

Did you earn the Arrow of Life Award?

Had you completed the Eagle Scout Application?

AGE REQUIREMENT ELIGIBILITY. Merit badges, badges of rank, and Eagle Palms may only be earned by registered Scouts until their 18th birthday. Any Venturer or Sea Scout who achieved the First Class rank or the Star, Life, and Eagle Scout ranks and Eagle Palms while registered as a Venturer or Sea Scout up to their 18th birthday may earn these awards. **Scouts, Venturers, and Sea Scouts who have completed all requirements prior to their 18th birthday may earn these awards.** Refer to the *Guide to Advancement*, No. 33088, section 8.0.3.1, for boards of review beyond that point.

A Scout, Venturer, or Sea Scout approved to be registered beyond the age of eligibility may work toward Scout advancement after their 18th birthday. See the *Guide to Advancement*, section 10.0.0.0, for details.

REQUIREMENT 1. Be active in your troop, crew, or ship for at least six months as a Life Scout.

Eagle Application Section

What to look for in a
completed Eagle
Application

Eagle Application

Two ways to obtain the Application

1. Login to advancements.scouting.org
 - a. Open Eagle Application from Eagle Rank
2. Download current copy from online
 - a. SVMBC:
<https://svmbc.org/resources/eaglescouts>
 - b. National:
<https://www.scouting.org/resources/forms/>

Advantage of Scoutbook Plus: Application is prefilled with all information* except signatures

- *Unit leaders must record advancements for this to work online

SCOUTS BSA RANKS

	SCOUT ★ AWARDED ⓘ	Completed 11-11-2019
	TENDERFOOT ★ AWARDED ⓘ	Completed 06-07-2021
	SECOND CLASS ★ AWARDED ⓘ	Completed 07-19-2021
	FIRST CLASS ★ AWARDED ⓘ	Completed 10-18-2021
	STAR SCOUT ★ AWARDED ⓘ	Completed 05-16-2022
	LIFE SCOUT ★ AWARDED ⓘ	Completed 01-09-2023
	EAGLE SCOUT ✓ APPROVED ⓘ	Completed 06-08-2026

Requirements Version 2022 (Past) ⓘ This version expired on 2026-02-26, but may be used for those who have earned Citizen

1

Be active in your troop for at least six months as a Life Scout.

Completion Date 8/28/23 ☒ Mark as Approved/Recorded

2

As a Life Scout, demonstrate Scout Spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God, how you have done your duty to your country, how you have done your duty to your fellow Scouts and to the community, and how you have done your duty to yourself. List on your E names of individuals who know you personally and would be willing to provide a recommendation on your behalf, including parents/guardian, educational, employer (if employed), and two other references.

Completion Date 3/31/26 ☒ Mark as Approved/Recorded

3

Previous Life Scout

RANK Eagle Scout

APPROVED

Final Completion Date 6/8/26

SAVE

OPEN EAGLE APPLICATION

Note: Eagle Scout rank cannot be awarded

Dates on Application

- Enter accurate dates for applicable fields
- Follow the required formatting exactly

Date joined Scouts BSA

Date joined a Venturing crew

Date joined a Sea Scout ship

Date of First Class Scout board of review

Date of Star Scout board of review

Month (mm)	Day (dd)	Year (yy)

Were you a Cub Scout?

☐ Yes ☐ No

Were you a Webelos Scout?

☐ Yes ☐ No

Did you earn the Arrow of Light Award?

☐ Yes ☐ No

Had you completed fifth grade upon joining?

☐ Yes ☐ No

ay only be earned by registered Scouts, and qualified Venturers and Sea Scouts. They ed the First Class rank in a Scout troop or as a Lone Scout may continue working for Sea Scout up to their 18th birthday.

o **their 18th birthday may be reviewed within 24 months after that date with no** s of review beyond that period.

may work toward Scouts BSA rank details.

Date of birth

Month (mm)	Day (dd)	Year (yy)

ne Scout.

Date of Life Scout board of review

Month (mm)	Day (dd)	Year (yy)

9.0.1.3:

Dates: All applicable date fields will be verified by the council. Missing or incorrect dates will lead to unwanted delays and the application being returned for correction.

Letters of Reference

board of review
Month (mm) Day (dd) Year (yy)

REQUIREMENT 2. As a Life Scout, demonstrate that you live by the principles of the Scout Oath and Scout Law in your everyday life and tell how you have done your duty to God. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.

	Name	Address	Telephone	Email
Parents/Guardians				
Reference #1				
Reference #2				
Reference #3				
Reference #4				

REQUIREMENT 3. Earn a total of 21 merit badges (required badges are listed). List the month, day, and year the merit badge was earned and the unit number it was earned in.

- As of Jan 1st, 2025. Guide to Advancement Guidelines require 4 references
 - <https://www.scouting.org/program-updates/guidance-for-updating-council-policies-on-eagle-scout-letters-of-reference/>
 - A Scout is responsible to contact four references.
 - Your current unit leader and unit committee chair can't be references; their signatures are their endorsement. Parents and relatives are strongly discouraged. References don't need to be 21.
 - Letters are confidential: you never see them, and they are destroyed after the board. If a reference doesn't respond after a real effort, your board of review still goes ahead.
 - Find individuals who can speak about your character beyond advancements
 - How do you exemplify the Scout Oath and Law in your life?
- In Silicon Valley Monterey Bay Council
 - Submissions can utilize our website for Letters of Recommendation Turn in
 - <https://fs10.formsite.com/svmbc/EagleReference/index>
 - Or work directly with District Advancement Chair on guidelines to submit recommendation letters
- For more details, please email eagles@svmbc.org or call the council at 408-638-8300

Merit Badges

REQUIREMENT 3. Earn a total of 21 merit badges (required badges are listed). List the month, day, and year the merit badge was earned and the unit number it was earned in.

MERIT BADGE	DATE EARNED	UNIT NO.	MERIT BADGE	DATE EARNED	UNIT NO.	MERIT BADGE	DATE EARNED	UNIT NO.
1 CAMPING			*8 ENVIRONMENTAL SCIENCE OR SUSTAINABILITY			15		
2 CITIZENSHIP IN THE COMMUNITY			9 FIRST AID			16		
3 CITIZENSHIP IN THE NATION			*10 SWIMMING OR HIKING OR CYCLING			17		
4 CITIZENSHIP IN THE WORLD			11 PERSONAL MANAGEMENT			18		
5 COMMUNICATION			12 PERSONAL FITNESS			19		
6 COOKING			13 FAMILY LIFE			20		
*7 EMERGENCY PREPAREDNESS OR LIFESAVING			14			21		

*Cross out badges not earned. If a crossed-out badge in #7, #8, or #10 was earned, it may be reentered in 14 through 21.
You must attach the Application for Alternative Eagle Scout Rank Merit Badges for those merit badges earned in place of the Eagle required badge(s).



- Dates recorded must match the blue cards or the online record through Scoutbook Plus
- Please ensure all merit badges list the unit number you were registered in while earning advancements.
- Use the January 2026 application.
- Eagle needs 13 required and 8 elective merit badges. Citizenship in Society still counts if started before Feb. 27, 2026 and finished by Dec. 31, 2026

Positions of Responsibility

REQUIREMENT 4. While a Life Scout, serve actively in your unit for a period of six months in one or more of the following positions of responsibility. **List only those positions served after Life board of review date.**

Scout troop. Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, webmaster, outdoor ethics guide.

Venturing crew/Sea Scout ship. President, vice president, secretary, treasurer, quartermaster, historian, den chief, guide, boatswain, boatswain's mate, yeoman, purser, storekeeper, chaplain aide, outdoor ethics guide, crew leader, media specialist, specialist or webmaster.

Lone Scout: Leadership responsibility in your school, religious organization, or club, or elsewhere in your community.

		Date of Life Scout board of review						
					Month (mm)	Day (dd)	Year (yy)	
Position		FROM				TO		
			Month (mm)	Day (dd)	Year (yy)		Month (mm)	Day (dd)
Position		FROM				TO		
			Month (mm)	Day (dd)	Year (yy)		Month (mm)	Day (dd)

- Serve six months in total, in one or more listed positions, **after your Life board of review**. Gaps between positions are fine.
 - Example: Jan. 1 through June 30, 2025 is six months.
- If you are still serving, use the date you sign the application. It must be before your 18th birthday.“
- Please use Scouting America’s Position of Responsibility titles rather than unique labels from your unit.

Eagle Project

REQUIREMENT 5. While a Life Scout, **plan, develop, and give leadership to others** in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Scouting America. This organization is called your beneficiary.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. **You must use the *Eagle Scout Service Project Workbook, No. 512-927*, in meeting this requirement.**

Name of project:

Beneficiary organization:

Total hours: (from *Eagle Scout Service Project Workbook*—for statistical purposes only)

Date project finished

Month (mm)	Day (dd)	Year (yy)

REQUIREMENT 6. While a Life Scout, participate in a unit leader conference.

Date conference was held

Month (mm)	Day (dd)	Year (yy)

- For hours worked, use whole numbers rounded up.
- Name of project should match from workbook, application, and upload form to council.
- The completion date is the day the project work finished. Approval signatures can be dated later, even after your 18th birthday.

Signatures on Application

CERTIFICATION BY APPLICANT. On my honor as a Scout, Venturer, or Sea Scout all statements on this application are true and correct.

All requirements, with the exception of my board of review, were completed prior to my 18th birthday.*

In preparation for your board of review, prepare and attach to your Eagle Scout Rank Application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service.

Signature of applicant Telephone Date
Month (mm) Day (dd) Year (yy)

*Or the date established by an extension of time granted by the National Council (see the *Guide to Advancement*, section 9.0.4.0.). The completion date does not apply to Scouts registered beyond the age of eligibility as provided for in the *Guide to Advancement*, section 10.0.0.0.

UNIT APPROVAL (personal signatures required)

Signature of unit leader Telephone Date
Scoutmaster, Advisor, or Skipper Month (mm) Day (dd) Year (yy)

Signature of unit committee chair Telephone Date
Month (mm) Day (dd) Year (yy)

LOCAL COUNCIL VERIFICATION. According to the records of this council, the applicant is a registered member of this unit and this application is approved as accurate.

Signed Position Date
Month (mm) Day (dd) Year (yy)

- Recommended wet signature ink to be blue or black
- If using DocuSign, AdobeSign, or electronic signatures, print to PDF to preserve formatting
- Council will verify application to provide directly to District Advancement Chair for the Eagle Board of Review
- Signatures do not need to be dated before your 18th birthday.

Eagle Advancement Section (optional upload)

Eagle Scout Rank Application *

Choose Files No file chosen

Eagle Rank Advancement

Choose Files No file chosen

Eagle Applicant Workbook (This includes; Service Project Proposal, Project Plan and Project Report) *

Choose Files No file chosen

Eagle Applicant Statement *

Choose Files No file chosen

Project Pictures

Choose Files No file chosen

Eagle Scout in Uniform Pictures

Choose Files No file chosen

On the upload form, a section for uploading Handbook pictures or blue cards are offered:

<https://svmbc.org/resources/eaglescouts/>

You can combine scanned Blue cards or images from the Scout handbook as PDF format.

Records should match on Scoutbook Plus wherever possible.

Eagle Letter

(Statement of Ambitions and Life Purpose)

- Scouts should provide a PDF document
- Follow the guidelines in the Eagle Scout Application
- Contents must be written by a Scout. Spell checkers, grammar checkers or AI may help, but tell your board of review what you used. The final statement must be your own original work
 - GTA Section 5.0.8.0. on the guidelines regarding Artificial Intelligence

REQUIREMENT 6. While a Life Scout, participate in a unit leader conference.

Date conference was held

Month (mm)	Day (dd)	Year (yy)

CERTIFICATION BY APPLICANT. On my honor as a Scout, Venturer, or Sea Scout all statements on this application are true and correct.

All requirements, with the exception of my board of review, were completed prior to my 18th birthday.*

In preparation for your board of review, prepare and attach to your Eagle Scout Rank Application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service.

Signature of applicant

Telephone

Date

Month (mm)	Day (dd)	Year (yy)

*Or the date established by an extension of time granted by the National Council (see the *Guide to Advancement*, section 9.0.4.0.). The completion date does not apply to Scouts registered beyond the age of eligibility as provided for in the *Guide to Advancement*, section 10.0.0.0.

Eagle Project Section

What to look for in a
completed Eagle
Project Workbook



Pages of the Eagle Project Workbook

- Fully complete the proposal and the project report.
- The project plan is strongly encouraged.
- Altered or copied signatures stop advancement processing until originals are provided.

Contact Information	
Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to each other. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.	
Eagle Scout Candidate	
Name:	Birth date:
Email Address:	BSA PID number:
Address:	City: State: Zip:
Preferred telephone(s):	Life Board of Review date:
Current Unit Information	
Check One: ☐ Troop ☐ Crew ☐ Ship	Unit Number:
Name of District:	Name of Council:
Unit Leader Check One: ☐ Scoutmaster ☐ Crew Advisor ☐ Skipper	
Name:	Preferred telephone(s):
Address:	City: State: Zip:
Email Address:	
Unit Committee Chair	
Name:	Preferred telephone(s):
Address:	City: State: Zip:
Email Address:	
Unit Advancement Coordinator (If your unit has one)	
Name:	Preferred telephone(s):
Address:	City: State: Zip:
Email Address:	
Project Beneficiary (Name of religious institution, school or community)	
Name:	Preferred telephone(s):
Address:	City: State: Zip:

Fundraising Application Page A													
Name of District:	Name of Council:												
Project Beneficiary (Name of religious institution, school or community)													
Name:	Preferred telephone(s):												
Address:	City: State: Zip:												
Email Address:													
Project Beneficiary Representative (Name of contact person for the project beneficiary)													
Name:	Preferred telephone(s):												
Address:	City: State: Zip:												
Email Address:													
Describe how funds will be raised:													
Proposed date the service project will begin:													
Proposed dates for the fundraising efforts:													
How much money do you expect to raise?													
If people or companies are asked for donations of money, materials, supplies, or tools, how will this be done and who will do it?													
*You must attach a list of prospective donor names and what they will be asked to donate. This is not required for an event like a car wash.													
Are any contracts to be signed? ☐ If so, by whom? ☐													
Contract details:													
Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits; make sure you save a copy if any signatures will be inserted digitally. Approvals The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained. <table border="1"> <thead> <tr> <th>Beneficiary</th> <th>Unit Leader</th> <th>Authorized Council Approval*</th> </tr> </thead> <tbody> <tr> <td>Name (Printed)</td> <td>Name (Printed)</td> <td>Name (Printed)</td> </tr> <tr> <td>Signature</td> <td>Signature</td> <td>Signature</td> </tr> <tr> <td>Date</td> <td>Date</td> <td>Date</td> </tr> </tbody> </table>		Beneficiary	Unit Leader	Authorized Council Approval*	Name (Printed)	Name (Printed)	Name (Printed)	Signature	Signature	Signature	Date	Date	Date
Beneficiary	Unit Leader	Authorized Council Approval*											
Name (Printed)	Name (Printed)	Name (Printed)											
Signature	Signature	Signature											
Date	Date	Date											

Project Proposal page	
Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits; make sure you save a copy if any signatures will be inserted digitally.	
Candidate's Promise* Sign below before you seek the other approvals for your proposal.	
On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 4. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.	
Signed	Date
*Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project has been approved.	
Unit Leader Approval*	Unit Committee Approval*
I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow them.	I, this Eagle Scout candidate, is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.
Signed	Signed
Date	Date
Name (Printed)	Name (Printed)
Beneficiary Approval*	Council or District Approval
This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) to which we have agreed. We understand any fund raising the Scout conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.	I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the "Guide to Advancement, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and share it with the designated project coach.
Our Eagle Candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."	
Yes ☐ No ☐	
Signed	Signed
Date	Date
Name (Printed)	Name (Printed)
*While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals needed with an additional 21. Council or district approval, however, must come before the others.	

Project Report Page			
How were the donors thanked?			
Photos and Other Documentation If you have them, submit photographs taken before, during and after project completion on a separate document. You may physically attach letters, maps, handouts, printed materials, or similar items that might be helpful to your board of review. Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits; make sure you save a copy if any signatures will be inserted digitally. Candidate's Promise Sign below before you seek the other approvals. <i>On my honor, I was the leader of my Eagle Scout service project and executed it as reported here</i> <table border="1"> <tr> <td>Signature</td> <td>Date</td> </tr> </table>		Signature	Date
Signature	Date		
Approvals			
<i>In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 3 of this workbook.</i>			
Beneficiary name:	Unit leader name:		
Signature	Signature		
Date	Date		

Contact Information

Fundraising Page

Project Proposal page

Project Report Page

Contact Information - Eagle Project Workbook

- BSA ID found on advancements.scouting.org
- Project coach
 - usually assigned by the council or district once your proposal is approved, and working with one is your choice.
- Unit advancement coordinator
 - Fill in if your unit has one
- Council Service Center
 - Silicon Valley Monterey Bay Council
 - 1900 The Alameda, Suite 100, San Jose, CA 95126
 - Phone: 408-638-8300
 - Email: eagles@svmbc.org
- Project Beneficiary
 - Name of the organization benefitting from Eagle Project
- Project Beneficiary Representative
 - Person who approved Project on behalf of organization
- Council or District Representative
 - District advancement chair info (available on SVMBC website)

Eagle Scout Candidate				
Name:		Birth date:		
Email Address:		BSA PID number:		
Address:	City:	State:	Zip:	
Preferred telephone(s):		Life Board of Review date:		
Current Unit Information				
Check One: ☐ Troop ☐ Crew ☐ Ship		Unit Number:		
Name of District:		Name of Council:		
Unit Leader Check One: ☐ Scoutmaster ☐ Crew Advisor ☐ Skipper				
Name:		Preferred telephone(s):		
Address:	City:	State:	Zip:	
Email Address:				
Unit Committee Chair				
Name:		Preferred telephone(s):		
Address:	City:	State:	Zip:	
Email Address:				
Unit Advancement Coordinator (If your unit has one)				
Name:		Preferred telephone(s):		
Address:	City:	State:	Zip:	
Email Address:				
Project Beneficiary (Name of religious institution, school or community)				
Name:		Preferred telephone(s):		
Address:	City:	State:	Zip:	
Email Address:				
Project Beneficiary Representative (Name of contact person for the project beneficiary)				
Name:		Preferred telephone(s):		
Address:	City:	State:	Zip:	
Email Address:				
Your Council Service Center				
Contact Name:		Preferred telephone(s):		
Address:	City:	State:	Zip:	
Email Address:				
Council or District Project Approval Representative (Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)				
Name:		Preferred telephone(s):		
Address:	City:	State:	Zip:	
Email Address:				
Project Coach (Your council or district project approval representative may help you learn who this will be.)				
Name:		Preferred telephone(s):		
Address:	City:	State:	Zip:	
Email Address:				

Fundraising Application

- Fundraising is not a requirement of a project:
 - Money from the beneficiary, you, the chartered organization, your family, or your unit and its members needs no approval.
 - Other fundraising expected to raise more than \$1000 needs the Fundraising Application, approved by the council before you collect money.
 - Don't turn Fundraising App. in with your proposal.
- If Eagle project used fundraising, but does not need council approval
 - Describe any fundraising in the project workbook
- Council will verify signatures of the beneficiary, unit leader, and the council approval section

Eagle Scout Service Project Fundraising Application

Before filling out this application, it is important to read "Procedures and Limitations on Eagle Scout Service Project Fundraising." This can be found on the next page: "Fundraising Application Page B." Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustments must be made. Use this form, not the Unit Money-Earning Application.

Eagle Scout Candidate			
Name:		Preferred telephone(s):	
Address:		City:	State: Zip:
Email Address:			
Check One: ☐ Troop ☐ Crew ☐ Ship		Unit Number:	
Name of District:		Name of Council:	

Project Beneficiary (Name of religious institution, school or community)			
Name:		Preferred telephone(s):	
Address:		City:	State: Zip:
Email Address:			

Project Beneficiary Representative (Name of contact person for the project beneficiary)			
Name:		Preferred telephone(s):	
Address:		City:	State: Zip:
Email Address:			

Describe how funds will be raised:

Proposed date the service project will begin:

Proposed dates for the fundraising efforts:

How much money do you expect to raise?

If people or companies are asked for donations of money, materials, supplies, or tools, how will this be done and who will do it?*

*You must attach a list of prospective donor names and what they will be asked to donate. This is not required for an event like a car wash.

Are any contracts to be signed? If so, by whom?

Contract details:

Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits; make sure you save a copy if any signatures will be inserted digitally.

Approvals The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained.

Beneficiary		Unit Leader		Authorized Council Approval*	
Signature		Signature		Signature	
Date		Date		Date	

Fundraising Application Page A

Project Proposal

- Ensure that all signatures are filled.
- For documents with separated signatures
 - Ensure scout's signature is on all documents
 - Ensure all documents are submitted together
 - Do not photoshop signatures from other documents.
- Council will verify signatures of the beneficiary, unit leader, unit committee, and council or district approval.
- Council or district approval comes last

Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits; make sure you save a copy if any signatures will be inserted digitally.

Candidate's Promise*		<i>Sign below before you seek the other approvals for your proposal.</i>	
On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 4. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chose as beneficiary.			
Signed _____		Date _____	
<i>* Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project has been approved.</i>			
Unit Leader Approval*		Unit Committee Approval*	
I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow them.		This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.	
Signed _____		Signed _____	
Date _____		Date _____	
Name (Printed) _____		Name (Printed) _____	
Beneficiary Approval*		Council or District Approval	
This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) to which we have agreed. We understand any fund raising the Scout conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.		I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the <i>Guide to Advancement</i> , No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and share it with the designated project coach.	
Our Eagle Candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."			
Yes _____ No _____			
Signed _____		Signed _____	
Date _____		Date _____	
Name (Printed) _____		Name (Printed) _____	

** While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (*). Council or district approval, however, must come after the others.*

Project Report

- Ensure that all dates have years attached.
- If project name has changed, please ensure that district advancement chair is also aware

Eagle Scout Service Project Report



Eagle Scout candidate's full legal name

Eagle Scout Service Project Name

Project start date Project completion date

This report is to be prepared after your service project has been concluded. It is not necessary to provide lengthy answers. Be prepared to discuss your project and this report at your board of review.

Project Execution:
Once planning was completed, when did the work begin? When was it finished?

Project Description
Please provide a brief description of your project and the impact it will have.

Project Report -Signatures

- Ensure that all signatures are filled.
- For documents with separated signatures
 - Altered or copied signatures stop advancement processing until originals are provided.
- Ensure that all information tables are filled. Such as:
 - Items were purchased, funding amount used
 - No purchases, put \$0.

Funding Summary

Describe how you obtained money, materials, supplies, and other needs (including donations) for your project.

How much was collected?

How much was spent?

If your expenses exceeded funds available, explain why this happened, and how excess expenses were paid.

If you had money left over at the end of your project, did you turn it over to the project beneficiary? If "No," when will that be done, or if your beneficiary is not allowed to accept the left over funds, which charity will receive them?

How were the donors thanked?

Photos and Other Documentation

If you have them, submit photographs taken before, during and after project completion on a separate document. You may physically attach letters, maps, handouts, printed materials, or similar items that might be helpful to your board of review.

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Candidate's Promise Sign below before you seek the other approvals.

On my honor, I was the leader of my Eagle Scout service project and executed it as reported here

Signature Date

Approvals

In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 3 of this workbook.

Beneficiary name:		Unit leader name:	
Signature	Date	Signature	Date

LEARN MORE!

Visit our websites or contact us!

SVMBC

<https://svmbc.org/resources/eaglescouts/>

Phone:
408-638-8300

Email: eagles@svmbc.org

National

<https://www.scouting.org/resources/guide-to-advancement/>

