

Horizon District -- Processes for Journey to Eagle Rank, November 2023

This document summarizes the process followed in the Horizon District for the journey to Eagle Rank. This is not a comprehensive document of Eagle rank requirements. Scouts should also review the Transatlantic Council Eagle Scout Candidate Checklist found [here](#).

Please note that Horizon District is using Scout-specific google document folders to collect and share documentation needed for the Eagle rank process. As noted below, the Horizon District Advancements Chair will create a folder when advised by a Scout or Troop of an Eagle candidate. Using this folder for sharing documentation will streamline the process and avoid confusion.

Eagle Scout Leadership and Service Project

- Candidate obtains and reads Eagle Scout Service Project Workbook upon earning Life Scout (<http://www.scouting.org/scoutsources/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.a.spx>)
- Candidate provides a write-up of their Eagle Scout Service Project plans, using the Project Workbook, including a “5-Ws” presentation to brief the Beneficiary and Committee (see workbook for details)
- Prior to starting work on the Project, candidate obtains Concept approval for the Project from: 1) Beneficiary 2) Scoutmaster 3) Committee 4) District. Horizon District approval will come from the Horizon District Advancements Chair, currently Carol Jamal, contact at maryann.dalton@horizondistrict.org
- The District approval comes after the other three approvals; however, it is recommended that a Scout and/or Troop leadership let the District Advancements Chair know that the Scout is in process of preparing an Eagle Project Proposal. At that point the District Advancements Chair will create a google folder where the Scout will be able to upload documents for approval. The Scout and/or Troop leadership should provide email addresses of the Scout and all adults who will require access to the google folder.
- Approval by District may take up to three weeks. Approval criteria are Leadership, Service, Project feasibility, Health and Safety considerations, Nonroutine labor, Fundraising issues, Action steps for further detailed planning.
- After District approves proposal, candidate completes detailed planning and carries out the Eagle Project.
- Candidate completes the write-up and obtains all signatures in the Project Workbook certifying completion (note that no District or Council approval is required here).

Approval for Eagle Board of Review (EBOR)

- Approval to schedule and conduct the EBOR must be provided by the Transatlantic Council (TAC) Advancement department. The Troop's Advancement Coordinator should help the Scout prepare and submit the required documents.
- The Eagle Scout candidate will use the google folder noted above to upload documents that are required for Eagle rank, specifically:
 - The completed Eagle application (all sections completed except Board of Review signatures; this includes a Scoutmaster conference)
 - The Statement of Life Purpose and Ambition
 - The completed Eagle Project Workbook with all required signatures
- The Troop's Advancement Coordinator will request letters of recommendation from the persons noted on the Eagle application. Note that letters of recommendation are for the Board of Review members and should not be provided to the Eagle candidate.
- The Troop Advancement Coordinator will email TAC Advancement (TAC-advancement-802@scouting.org) when all documentation has been prepared and is ready for review. The Eagle documentation may be provided to TAC Advancement by giving the above email address access to the google folder so that TAC can verify the documents.
- The Troop's Advancement Coordinator will be the primary point of follow-up for TAC.
- TAC will review the package. This may take up to three weeks.
- TAC will send the Eagle Scout Verification to the Troop's Advancement Coordinator.

Conducting the Eagle Board of Review (EBOR)

- Once the TAC Eagle Scout Verification is received, the Troop's Advancement Coordinator schedules the EBOR.
- The EBOR should have 3-6 members and must include at least one District representative.
- The Troop's Scoutmaster will introduce the Eagle candidate but is not a member of the EBOR. In addition, ASMs and the Troop Advancement Coordinator also should not be members of the EBOR. Other adults in the Troop can be EBOR members as can other members of the community (for example if there are adult Eagle Scouts in the community).
- The Troop's Advancement Coordinator should contact Horizon District Advancement Chair Carol Jamal (maryann.dalton@horizondistrict.org) to request a District representative for the EBOR. Ideally the Troop's Advancement Coordinator would offer 2-3 possible times. In most cases the District representative will need to join by Zoom or another video link.
- The Troop's Advancement Coordinator should set up the EBOR, designate the EBOR Chairperson, and provide a video link for the District representative to join.
- The Troop's Advancement Coordinator provides the EBOR members with relevant documents (Eagle Application, Workbook, Statement of Life Purpose and Ambition, Letters of Reference).
- Once completed, the Troop's Advancement Coordinator should obtain the signature of the EBOR Chair and of the District representative on the EBOR

- Troop's Advancement Coordinator emails to Council (TAC-advancement-802@scouting.org), copying District Advancement (maryann.dalton@horizondistrict.org):
 - Completed/signed Eagle Scout Rank Application Form
 - Completed/signed Advancement Report
 - Address where the Eagle Scout Certificate and Medal should be sent to
 - An email of contact person in case of any problems, questions, etc.
- TAC will send Eagle application to the National Headquarter for approval. This might take up to three months but is usually faster.
- Once the Eagle certificate, Eagle kit and packet are received, the Troop can schedule an Eagle Court of Honor!