



Hello Scout!

Now that you have finished your project, you need a Board of Review. Remember that Chattahoochee District's Eagle Board Committee is comprised of all volunteers and are not paid for their commitment to the program; therefore, we need adequate time to schedule your Board of Review date. Please do not wait to submit your request. Below are the steps that you **MUST** follow in order to schedule your Board of Review. Please pay close attention to these details. Failure to do so will result in delaying your Board.

Guidelines of submitting for your Board of Review Date:

- Complete ALL requirements in your Scout Handbook for the Eagle Scout Rank with the exception of the Board of Review.
- Complete your Project as detailed in the approved Eagle Scout Service Project Proposal section of your Eagle Scout Project Workbook. That section must be completed before submitting your request.
- Complete the Eagle Scout Service Project Report section of the Eagle Scout Project Workbook. Do not leave any questions blank. This includes obtaining signatures from your Beneficiary and Unit Leader stating that the service project met Requirement 5. This is located on the Project Report Page C of your workbook. You will need to sign this page as well.
- Obtain the most current version of the Eagle Scout Rank Application. You can download this from the following link, https://www.scouting.org/wp-content/uploads/2026/02/512-728_26-Eagle-Scout-Application_WEB.pdf
 - Fill out this form with the help of your Advancement Chair and Unit Leader. All fields must be completed on this form by you, with help from your unit leaders, with the exception of the LOCAL COUNCIL VERIFICATION in Requirement 6 and Requirement 7. Those two requirements will be filled out after your submittal. Make sure your FULL LEGAL NAME, ADDRESS, and PHONE NUMBER are filled in correctly.
 - Requirement 2 of this form asks for four (4) references. You must fill in this section with all the contact information for the individuals who will write these letters for you. THEY MUST MATCH. They should mail or submit them directly to your unit leader and NOT to you. When submitting your application, YOU MUST TURN IN THESE LETTERS with your application. Sample letters can be found on our Council's website at the following link, <https://www.nega-bsa.org/eaglescout>. These letters MUST be in a sealed envelope from the individual providing the reference and not read by you.
 - After Requirement 6, the application states that you must prepare and submit with your Eagle Scout Application, a statement of your ambitions and life purpose as well as a listing of positions you held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. You will need to submit this with your Eagle Scout Application as well.
 - Make sure your Unit Leader and Unit Committee Chair sign the application.
- **To submit your paperwork and request a Board of Review, follow these steps:**
 - Complete all requirements in your Scout Handbook with the exception of your Eagle Rank Board of Review BEFORE your 18th Birthday and make sure it is recorded in National's database. This includes all Merit Badges required.
 - Complete your project, including the Eagle Scout Project Workbook as well as all signatures required in the workbook.
 - Complete the Eagle Scout Rank Application as detailed above.
 - **MAKE COPIES OF EVERYTHING! MAKE COPIES OF EVERYTHING! (Except the Letters of Recommendation since they must remain private)**
 - Deliver your Eagle Scout Rank Application, Letters of Recommendation, Ambitions and Life Purpose Letter, Leadership Positions Letter, and complete workbook with signatures including the signed project proposal section from your project proposal review to the Jefferson Service Center.
 - After sending the above items to the Jefferson Service Center, email the Eagle Chair with notification that the above items have been sent and what day they were sent on.

Once the service center finishes with your application, the Eagle Chair will contact you to schedule your Board of Review.

For questions, contact Sean Sullivan - Chattahoochee District Eagle Chair - eagle.chair@chatt-bsa.org

