

Hawkeye Area Council

Eagle Scout Rank Application and Board of Review Process 2025



The following steps for properly preparing and submitting the Eagle Scout Rank Application and accompanying materials will help the Scout ensure everything is correct and ready to proceed to their Eagle Board of Review. Our Council guidelines follow those contained in the Guide to Advancement with local processes included as necessary.

1.0 Complete All the Requirements

Confirm all requirements have been completed before their 18th birthday: Merit Badges, service project, active participation, Scout spirit, position of responsibility, and Scoutmaster Conference. Although the Scoutmaster conference is typically the last item completed before the Eagle Board of Review, it doesn't have to be. The Eagle Board of Review may be conducted after the 18th birthday. It is strongly recommended to complete the Eagle Board of Review within three months of the Eagle candidate's 18th birthday. Candidates must be registered through the time they are completing requirements but need not be registered thereafter or when their Board of Review is conducted.

2.0 Complete the Eagle Scout Service Project Workbook

The most current workbook must be used and is strongly recommended to be typed. It is a PDF fillable and savable document and can be found by [clicking here](#). The following signatures must be collected.

- 2.1. **Before physically starting the Eagle Project** - All five signatures are required to be collected before physical work can be performed. These five signatures are found at the end of the first section on Proposal Page H.
 - a. Eagle Candidate
 - b. Unit Leader/Scoutmaster
 - c. Unit Committee Chair
 - d. Beneficiary
 - e. District Eagle Project Approver - please note that the District signature is always last! The District Eagle Project Approver may request the Eagle candidate to complete the Eagle Project Cover Sheet. The Eagle Project Cover Sheet is a one-page summary of the proposed project and can be found by [clicking here](#). **As with all communications (emails, texts, in-person meetings, phone calls, etc.), you must include a second adult to follow youth protection rules.**
 - i. Northern Lights:
 1. Bruce Lyon, chrisbrucelyon@hotmail.com
 2. Doug Brewer, new2ia@yahoo.com
 3. Paul Gibbs, pnsigibbs@gmail.com
 4. Rob Bagsby, rfbagsby@gmail.com
 - ii. Southern Prairie:
 1. Trent Hancock, t.hancock@mchsi.com
 2. **Richard Tiegs (backup)**, nandjsdad@msn.com
- 2.2. **Before any Fundraising** - If fundraising is necessary, all three signatures are required to be collected before any fundraising efforts. These three signatures are found on Fundraising Application Page A. Please also review very important fundraising procedures and limitations found on Fundraising Application Page B. This fundraising page only requires to be completed if the fundraising goal exceeds \$500.
 - a. Beneficiary
 - b. Unit Leader/Scoutmaster
 - c. Authorized Council Approval - please send to Amanda Speidel, amanda.speidel@scouting.org
- 2.3. **After the Eagle Project has been completed** - All three signatures are required to be collected after the Eagle Project has been completed. These three signatures are found at the end of the third section on Project Report Page C.
 - a. Eagle Candidate
 - b. Beneficiary
 - c. Unit Leader/Scoutmaster

3.0 Reference/Recommendation Letters

The Scout is now responsible for requesting Eagle Recommendation Letters from four references. At a minimum, this means the Scout selects the individuals to whom the Reference Letters will be sent. References may be Scout leaders, teachers, employers, coaches, other Scouts, etc. References do not need to be 21 or older. Parents and other relatives are strongly discouraged from serving as references. The unit's Scoutmaster or Committee Chair shall not be given Eagle References to complete, as their signature on the Eagle Application is already their endorsement. The Eagle Recommendation Letters can be found by [clicking here](#). **A minimum of three reference letters should be collected in a sealed envelope by the unit's designee or Scout.** The Eagle Recommendation Letters should not be opened before the Eagle Board of Review. The names and contact information for the **four** individuals will also be recorded on the Eagle Scout Rank Application. Plan accordingly as it generally takes 2-3 weeks for the reference letters to be returned. Completed reference responses of any kind are the property of the Council and are confidential to the Eagle Board of Review members. The responses are not to be viewed by or returned to the Scout. Once a review has been held, or an appeal process conducted, responses shall be destroyed after the Eagle Scout credentials are released or the appeal is concluded. **Emails are allowed only if confidentiality at all stages is guaranteed. If emails are used, the unit representative sending the reference letters shall collect the emailed letters, promptly print them, seal them in an envelope, and delete them without reading the contents.**

4.0 Complete the Application

The unit can download the Eagle Scout Rank Application Form directly from Scoutbook. This is the preferred method as it verifies all ranks and Merit Badges are correctly entered into Scoutbook. This greatly reduces the chance of the Council Registrar rejecting the application.

- 4.1. Log into [Scoutbook](#) and browse the list of Scouts in your Troop.
- 4.2. Click on the name of your Eagle candidate. The Scout's page will now appear.
- 4.3. Scroll to the bottom of the page and click the "Reports" link.
- 4.4. A pop-up window will appear. Choose the "Eagle Application" option.
- 4.5. A page will display, "The official BSA Eagle Application PDF is being generated..."
- 4.6. After 5-10 seconds, the Eagle Scout Rank Application Form will be downloaded automatically! This is also an editable form.
 - a. Note: As a backup method, the Scout could complete the official Eagle Scout Rank Application, No.512-728. A fillable PDF can be found by [clicking here](#).
- 4.7. Verify and complete all of the information. The unit should ensure the accuracy of the following items on the application:
 - a. Dates: Became a Scouts BSA, Varsity Scout, or Venturer/Sea Scout; First Class, and Star Boards of Review; birth date; Life Board of Review (on both the front and back); all merit badges earned; position(s) of responsibility since earning Life rank with "FROM" and "TO"; Eagle service project finished; Scoutmaster (unit leader) conference; and applicant, unit leader, and unit committee chair signatures.
 - b. Signatures: the applicant, unit leader, and unit committee chair are recommended to sign before sending the Council Registrar. The remaining signatures will come at the Eagle Board of Review and later.
 - c. References: **List all four individuals who were sent Reference Letters in section 3.0.**
 - d. Position of responsibility: Must be one of those listed in Eagle Scout rank requirement 4, and must relate to the unit where the Scout was registered and active at the time service was rendered.
 - e. Eagle service project title and the number of hours.

5.0 Obtain Required Signatures

The unit leader and committee chair's signatures represent approval for the candidate to move on to an Eagle Board of Review. In providing them, the signers carefully check the application. If there are errors such as time spans between ranks that don't meet the requirements, then the dates should be confirmed. If they are correct but do not fit the requirement, then the Scout, parents, or unit leader should contact the District Advancement Chair for guidance. Note there is no requirement that the signatures of the unit leader and committee chair must be dated before the Scout's 18th birthday.

6.0 Council Registrar Verifies Application

Once the Eagle Scout Rank Application has been completed, send the form to the Hawkeye Area Council Registrar, Tammy Erickson (tammy.erickson@scouting.org). The Council Registrar will validate the form against Council records. If the information in my.scouting.org or Council files is incomplete, the Scout or the unit will be asked to provide certificates, blue cards, or other suitable proof that Merit Badges and ranks were earned and that the dates are accurate. The regular use of Internet Advancement and Scoutbook will help expedite this process. The Council Registrar will sign and return to the proper unit contacts if everything is correct. The Eagle Board of Review can be scheduled only after the Council-certified application is received.

7.0 Eagle Board of Review Scheduled

Eagle Scout Boards of Review in the Hawkeye Area Council are held at the District level. The Eagle candidate or unit representative should contact the applicable District Eagle Board of Review Coordinator to schedule their Board of Review.

- 7.1. **Northern Lights:** Judy Brewer, 319-213-7986, new2ia@yahoo.com
- 7.2. **Southern Prairie:** Trent Hancock, t.hancock@mchsi.com

8.0 Write Two Eagle Reports

The Eagle candidate is required to write two Eagle reports:

- 8.1 **Eagle Project Summary Report** - prepare a typed, **no more than a half-page** summary of your Eagle Scout Project including what was the project, when was it conducted, **how many volunteers helped, the total number of service hours (including the Eagle candidate hours), the organization that** received the benefit of the project, the location of the project, etc. **This short half-page document should be brief and to the point. The Council's Eagle Project Committee** uses this report for Eagle Project of the Year considerations and the Council Office for aggregating Eagle Project information.
- 8.2 **Life Goals and Ambitions Report** - prepare a typed **half-page** report (Eagle rank requirement #7), which includes the following three paragraphs:
 - a) High School goals and ambitions (extracurricular activities, grades, sports, band, etc.).
 - b) Trade/College/**Military Service** goals and ambitions (trade/college choices, area of study, extracurricular, grades, etc.).
 - c) Job and family goals and ambitions.

Both reports should include a header title at the top of each report: include your name, Hawkeye Area Council, District name (Northern Lights or Southern Prairie), and unit number.

9.0 Eagle Board of Review

A Board of Review shall not occur until after the Council Registrar has verified the application. There shall be no fewer than three and no more than six members, all at least 21 years old. Unit leaders and assistants must not serve on a board of review for a Scout in their own unit. Parents, guardians, or relatives shall not serve on a board for their child. The candidate or the candidate's parent(s) or guardian(s), or relative(s) shall have no part in selecting any board of review members. The Eagle Board of Review Coordinator will determine and make known the method for conducting the Eagle Board of Review: whether unit committees or the Council or District Advancement Committees administer them, and also how board chairpersons are selected. At least one District or Council representative, who is not affiliated with the unit, must serve as a member. Please see the Guide to Advancement for more details. The Guide to Advancement can be found by [clicking here](#).

The Eagle Board of Review Coordinator works with all involved parties to schedule the date, time, and place. The Eagle candidate should arrive for the Eagle Board of Review approximately fifteen minutes before their scheduled time. Upon arrival, the Eagle candidate should give the following documents to the Eagle Board of Review Coordinator:

- 9.1 **Eagle Scout Rank Application** - must be signed by the Eagle candidate, the Scoutmaster, Committee Chair, and Council Registrar.
- 9.2 **Eagle Scout Service Project Workbook** - with all applicable signatures
- 9.3 **Eagle Reference Letters** - minimum of **three** completed letters the unit representative collected.
- 9.4 **Two Eagle Reports** - Eagle Project Summary Report and the Life Goals and Ambitions Report.
- 9.5 **Scout Handbook** - bring your Scout Handbook to have the Eagle Board of Review members sign the Eagle Board of Review requirement #7 (if your Troop uses the Scout Handbook).
- 9.6 **Optional** - scrapbooks, blue cards, pictures, patches, awards, and any other pertinent Scouting memorabilia.

The Eagle Board of Review Coordinator will then review all of the documents and if acceptable, give them to the Eagle Board of Review members.

If the Eagle Board of Review approves the candidate, the signed Eagle Scout Rank Application and two Eagle Reports are returned to the Council Office and given to the Council Registrar. The Eagle Board of Review Coordinator will destroy the reference letters. If the Eagle candidate did not advance, they should receive a letter from the Eagle Board Chairman within 30 days explaining the Eagle Board of Review's decision and appeal procedures

10.0 Council Sends Application to National Advancement Team

At the Council, the Scout Executive signs the application, certifying proper procedures were followed. The application is then entered into my.scouting.org, filed locally, and then extracted from my.scouting.org by the National Advancement Team.

11.0 National Advancement Team Returns Credentials

The National Advancement Team validates all applications received. Then the National Distribution Center generates the credentials and prints, packages, and mails the certificate, pocket card, and congratulatory letter to the Council. Upon receipt of the Eagle credentials, the Council Registrar should alert the unit leadership when the Eagle documents are ready to be picked up. This process takes approximately 6-8 weeks from the Eagle Board of Review date. The Scout's Eagle Court of Honor should not **take place until approved by the National Advancement Team**.

If you have any questions on this process, please contact your Hawkeye Area Council Advancement Chair, Dennis Walker (djw1998v@gmail.com).