



Step 3: Razorback District Guidelines for Submitting Your Eagle Advancement Paperwork after Your Leadership Service Project is Completed

1. *****ALL work and activities required for Eagle Advancement must be completed before your 18th birthday, except for the “BSA Local Council Certification section, Letters of Recommendation, and your Eagle Scout Board of Review!!! The “BSA Local Council Certification” section and your Eagle Scout Board of Review may occur after your 18th birthday, but it is required that your paperwork be submitted prior to ten days following your 18th birthday.** Your Scoutmaster’s Conference and all required signatures in your typed project workbook and typed Eagle Scout Rank Application must be completed before the day of your eighteenth birthday. It is required that the Letters of Recommendation form be giving to all persons listed on the Eagle Scout Rank Application, requirement #2 by your eighteenth birthday.
2. Complete all question in the “Carrying Out the Project” section of the Eagle Scout Leadership Service Project Workbook. You will probably need to attach additional sheets of paper to complete some sections of the workbook. The entire completed workbook with photographs should be submitted with the Eagle Rank application.
3. Make sure that the completion date of your Project, your Scoutmaster’s Conference with your letter of Life’s ambitions and purposes and a listing of positions held in your religious institution, school, camp community or organizations during which you demonstrated leadership skills, including honors and awards received, of all your Merit Badges, of your time since Life Scout and of your time of troop leadership is before your 18th birthday!
4. Be sure to obtain the signatures with dates from your Scoutmaster/ Coach, Advisor and your Religious institution, school, or community representative of your charter organization on the application.
5. Be sure and include some before, during and after photos of your project. Some photos showing the work in progress would be nice.
6. The Eagle Scout Rank Application must be typed together with the Requirement 6 statement. On Requirement 3 of the Eagle Scout Rank Application, cross out the listed merit badges that you did not earn towards the rank of Eagle Scout for Merit Badge # 6 and # 9.
7. *****Make a photocopy of all your Eagle Advancement Material that you are submitting!!!!** Things do get lost in the mail or when they are exchanged from person to person.
8. Mail your Eagle Scout Leadership Service Project Workbook, your Eagle Scout Rank Application with your letter of Life’s ambitions and purposes and a listing of positions held in your religious institution, school, camp community or organizations during which you demonstrated leadership skills, including honors and awards received, and your Troopmaster individual history together, to John Blair, Eagle Advancement Chair.

Send to: John M. Blair
109 N 34th St., PO Box 1715
Rogers, AR 72757-1715

9. Contact and thank all your family, friends, and leaders that pushed on you to do your project and get your paperwork submitted and tell them that you have finally finished your Eagle Project, your Eagle Paperwork, and that it has been submitted to District! (Not a requirement, but a good idea!)
10. Have your Letters of Recommendation (Eagle Scout Reference Form), from the names listed on your Eagle Scout Rank Application, requirement #2 sent directly by the person making the recommendation to John M. Blair, Eagle Advancement Committee, PO Box 1715, Rogers, AR 72757-1715 within ten days of the completion of all other Eagle Requirements. Letters of recommendation must not be more than one year old. Each person listed on the Eagle Scout Rank application should submit a letter of recommendation. Only the employer, if none, can be omitted. The listing of addresses, of telephone numbers and of email contact information is required on the Eagle Rank Application, requirement #2. Waiting for the return of the Letters of Recommendation is usually what slows the process down.
11. You may contact the District Eagle Advancement Chairman two weeks after submittal of the Eagle Scout Rank Application and of the Eagle Scout Leadership Service Project Workbook to verify that your Eagle paperwork was received. When the committee has the complete Eagle application, the Troopmaster individual history, all letters of recommendation, you project workbook, and approval by the council, the Board of Review will be schedule with you. Many Boards of Review are usually held on the same date as your Board. Be prepared, punctual and patient.
12. When Fort Smith returns the approved Eagle application, John Blair will contact the scout to arrange a board of review. No relative of the scout or any adult from the scout's unit may participate in the board of review, except to introduce the scout to the Board. All decisions of a Board must be unanimous. Any denial of the Eagle rank will be accompanied by a written explanation and possible appeal procedure explanation mailed within three business days to the scout with a copy sent to the scoutmaster. Be patient and wait to be contacted for your Eagle Scout Board of Review!!! The review process is very slow and it may take a month before your Eagle Scout Board is scheduled!
13. Start planning your Court of Honor but do not select a date. The Eagle Presentation Kit and BSA issued Eagle Card will be delivered to an adult leader of the Eagle Scout's unit. An "Eagle Committee Checklist" will be maintained in alphabetical order in a notebook through December 31 of the year following the date of the board of review. It can take up to eight weeks for the return of these items from National.
14. The Eagle Committee recognizes that there is a great deal of excitement and apprehension for the scout, his family, and members of this troop over the Eagle project, application process, and the planning of the Court of Honor. It is our desire to maintain the highest standard for the rank of Eagle Scout and to help facilitate this process. We service as your contact. Individuals, not on the Razorback District Eagle Committee, should not contact the Boy Scout Offices in Fort Smith or in Irving, Texas. The "Eagle Committee Checklist" is maintained for information as to the status of the process and any individuals, scout, parent, troop member may contact John Blair at 631-0100 for additional information. Members of your Eagle committee consider this a great privilege and heavy responsibility to assist in these last steps of the trail to the Eagle rank.

15. At the Board of Review, you will need to bring any additional information / photographs of your project and your Scout Handbook. You should be in your Class "A" uniform, which is at minimum to be a scout shirt, older official versions are accepted, with all patches in the correct location, a scout neckerchief, a neckerchief slide, a scout handbook, and your merit badge sash. The Board will want to know that you live your life by the oath and law, which must be known by memorized. The Board of Review will cover your project and merit badges that you have earned and anything else that they desire to cover.

16. Westark Area Council requires a photograph and information for the Arkansas Democrat-Gazette. The form is included at www.razorbackscouts.org and should be submitted to the Council, newspaper and eagle@blairbrady.com following a successful Board of Review. You may provide this information to additional newspapers. We strongly encourage publicity of this momentous event that you have accomplished in your life. Additional local newspaper links and instructions are also available on the website Resources page, along side of other Eagle information.

17. Start planning your Court of Honor but do not select a date. The Eagle Presentation Kit and BSA issued Eagle Card will be mailed to the registered scoutmaster of the Eagle Scout's unit. It can take up to twelve weeks for the return of these items from National. There are many ideas for a Court of Honor on the internet. Courts of Honor are as varied as are the units and the scouts. This is planned on the family and unit level. The District Eagle Committee may participate, if you desire and subject to availability.

18. The Eagle Committee recognizes that there is a great deal of excitement and apprehension for the scout, his family, and members of this troop over the Eagle project, application process, and the planning of the Court of Honor. It is our desire to maintain the high standard for the rank of Eagle Scout and to help facilitate this process. We serve as your contact. Individuals not on the committee should not contact Boy Scout offices in Fort Smith or Irving, Texas. The "Eagle Committee Checklist" is maintained for information as to the status of the process and individuals may contact John Blair at 479-631-0100 for additional information. Members of your Eagle committee consider this a great privilege and heavy responsibility to assist in these last steps of the trail to Eagle rank.