

Eagle Process Instructions

Revised January 2022; In Effect Until Further Notice

Life Scouts

- Use link: <https://www.sdicbsa.org/Advancement/EagleCounselors.php> to find an Eagle Project Counselor who lives near you. Eagle Project Counselors are listed by zone and zip code.
- Meetings with Eagle Project Counselor, Merit Badge Counselors, and unit leader may be held by phone or online to follow current Covid guidelines. Signatures may be typed in rather than using cursive writing.
- Use link: <https://www.sdicbsa.org/Advancement/Eagle.php> to obtain a fillable Eagle Scout Rank Application, and Eagle Project Workbook.

Eagle Scout Candidate:

- When all requirements for Eagle Scout rank have been completed, ask your unit leader for contact information for your Zone Eagle Scout Board of Review Chair. You may also email doris.mccarthy@sdsu.edu for this information. Be sure to state your zone name.
- DO NOT take or send your Eagle Rank Application, Eagle Project Workbook or Eagle Reference Letters to the council office.
- Send by email the fully completed Eagle Scout Rank Application, Individual Scout Advancement History Report and Life Ambition Statement to your Zone Eagle BOR Chair and copy karl.shelton@scouting.org. Your Eagle Scout Rank Application will be certified by council and they will notify your Eagle BOR Chair. The Eagle BOR Chair will then email you with detailed instructions on how to send your Eagle Project Workbook, and determine with you a time and date for your Eagle Scout BOR. This may take a week or more.
- Ask your Eagle reference letter-writers to email letters of reference directly to Eagle BOR Chair with your name in the Subject line.
- Questions? Send email to council advancement chair: doris.mccarthy@sdsu.edu.

Request for Extension of Time to Complete Eagle Scout Rank

- Use link: <https://www.sdicbsa.org/Advancement/Eagle.php> (Scroll down to Forms) to obtain a fillable Time Extension Request. Save it to your computer. Fill it out. Save it again. Then email the completed form to doris.mccarthy@sdsu.edu.
- **From National: Councils should remind Scouts receiving extensions who need the time to complete their Eagle Service Projects to consider making changes to the Projects, including possibly changing Projects, so they can be completed by the new deadline.**