

SDIC Instructions to Schedule an Eagle Scout Board of Review - Effective August 1, 2024

Scouts: When you have completed all of the requirements for the rank of Eagle Scout, and had them signed off by a unit leader (entered into Scoutbook Plus), use the following steps to request an Eagle Scout Board of Review (EBOR). Copy your unit leader and a parent/guardian in all correspondence.

1. Ask your unit leader to email you a copy of the Eagle Scout Rank Application and your Individual Scout Advancement Report (obtained from Scoutbook Plus). Save both forms to your computer. Rename your Eagle Scout Rank Application using the following format: Last name, First name, Troop, District. (Example: Doe, Joe, T989, Foothills). Rename your Advancement Report: Last name, First name, Troop.
2. Complete the sections of your Eagle Scout Rank Application, not filled in, using the application guidelines posted on the council website. (Handwritten and photos of your Eagle Rank Application will not be accepted). <https://www.sdicsa.org/Advancement/Docs/EagleRankApplicationGuidelines.pdf>
3. Email your Eagle Scout Rank Application (signed by yourself, your Scoutmaster, and your Committee Chair), along with your Individual Scout Advancement Report, to sdiceagleapplication@scouting.org. Add your name and district to the 'subject' line of your email.
4. Once received, council staff will verify your Eagle Scout Rank Application against your records in [my.scouting.org/Scoutbook Plus](https://my.scouting.org/ScoutbookPlus). This may take several weeks, depending on any corrections needed. (No application may be rushed or expedited).
5. Email your Life Ambition Statement to your District Eagle Board of Review Chair and request an Eagle Scout BOR. They will send you instructions on how to submit your Eagle reference letters and your Eagle Project Workbook. <https://www.sdicsa.org/Advancement/Docs/EagleBoardContacts.pdf>.
6. Request your Eagle reference letters after receiving instructions from your Eagle Board of Review Chair. Reference letters must be sent from the references directly to your EBOR Chair. They are not to be sent to you, your parent/guardian, or your unit leader. For convenience, your references may use the following fillable pdf form: <https://www.sdicsa.org/Advancement/Docs/EagleRecommendationLetter.pdf>. (The form may be emailed to your references, but the letters must be submitted directly to your EBOR Chair).
7. Upon receipt of all required paperwork, the EBOR Chair will arrange with you and your unit leader the time, date and location of your EBOR (including whether it will be in person or by Zoom).
8. If there are questions regarding your EBOR, contact your EBOR Chair.