After completing your Eagle Project, the next steps to complete the process are listed below. Not all steps are in exact order, but this should give you a good idea of what is required.

1. Complete the Eagle Scout Service project workbook.  This includes getting sign off on the Eagle project by the beneficiary representative that the project has been completed to their satisfaction.  Dr. Anderson cannot sign off the project workbook until this is done.

2. If not done already, complete your merit badge requirements.

3.  Get a copy of your Individual Progress Report from our TroopMaster Web. This report provides the specific dates for rank advancement and when merit badges were earned. You will need this information to fill out the Eagle Scout Application, below.

4. Complete the Eagle Scout Application. Paste the link below into your internet browser:

<https://filestore.scouting.org/filestore/pdf/512-728_wb_fillable.pdf>

5.  Schedule a time with Dr. Anderson for a Scoutmaster conference for Eagle.

Take the Eagle Scout Application and Individual History Report to the Scoutmaster conference.

After the Scoutmaster conference, sign the Eagle Scout Application, and then get signatures from Dr. Anderson and the Committee Chair, Michele Matto.

6. See Mr. Peters and get the self-addressed / stamped envelopes for the Letters of Recommendation. Personally talk to your references, to make sure they will write a letter for you, and then give each an envelope. These are pre-addressed to be returned to Mr. Peters. You will get six envelopes, and they need to be given out as follows:

Employer, if there is one

Teacher / coach

Religious leader

Parent(s) – can fill the Religious Leader role

Two other people that know you personally

6. Once you have signatures on the Eagle Scout application, turn in Eagle Scout Application to the Baltimore Area Council office at 701 Wyman Park Drive, Baltimore, MD 21211.  Dr. Anderson suggests getting the document submitted in person, and do so on a Monday (anytime before your 18th birthday).  Why in person and on a Monday? If you submit in person and on a Monday, the individual at the Council office who reviews the Eagle applications is on site and can often (although not always) quickly review the documentation with you.  If there are questions that come up after that very brief review while you are present, you can immediately respond or at least know what the issue is.  The next level review takes place later that day.  If there are questions from that next level review, they will do their best to try to let you and me know on Tuesday.  If we can respond quickly, then the application can go out on Wednesday.

NOTE:  Baltimore Area Council sends out Eagle Applications only once a week...on Wednesdays.

When you go to Baltimore Area Council, have your Eagle Project workbook with you, but don't turn it in to BAC.

Process:  BAC reviews the application and documentation.  If everything checks out, they send the application off to BSA National.  BSA national then reviews the documentation.  If everything checks out, they send a post card to me to let me know that the Scout is ready to have their Eagle Board of Review.  That process can take up to 6 weeks. Fortunately, you do not have to have that process completed before your 18th birthday.  **You need to have your Scoutmaster conference and your application signed by everyone before your 18th birthday**.  And even though it's not required, I'd suggest getting all the paperwork submitted to BAC as soon as you can.

Once Dr. Anderson gets that post card from BSA National, he let Mr. Peters know that we need to schedule an Eagle Board of Review.  He coordinates schedules among everyone and then finds a time and place everyone to meet to hold the Eagle Board of Review.

NOTE:  The technical requirements for Eagle include having the, "Service project workbook, statement of ambitions and life purpose, and listing of positions, honors, and awards."

Have those documents available for your Eagle Board of Review, but they are not needed to submit the application for Eagle to BAC.