

## **Accessing and Verifying the Eagle Scout Rank Application**

Dear Scout,

As you plan your Eagle project you must obtain your Eagle Scout Rank Application. This will be needed by the Metropolitan District Advancement Committee for the project approval process and later for your Eagle binder. **Below are the instructions for either your SM, Unit Chair, or COR to obtain the application for you. This is followed with instructions for the scout to verify the information in the form.** Incorrect information, especially of the dates, will cause delays and rejection of your Eagle application by the National Council.

### **Accessing the Eagle Scout Rank Application**

(These instructions are to be used by the troop SM, Unit Chair, or COR)

1. Log into <https://advancements.scouting.org/login>.
2. If not already selected, click on "Roster" at the left side of the screen.
3. Click on the name of the scout from the roster that appears.
4. In the middle of the screen is a list titled "SCOUTS BSA RANKS." To the right of each rank there is a button titled "View More." Click on the "View More" button for Eagle Rank.
5. A new window appears with a button on the lower left of the screen titled "OPEN EAGLE APPLICATION." Click on this button.
6. The scout's Eagle Scout Rank Application will download. Send a copy to the scout as this will be needed for project approval and the Eagle binder.

### **Scout Review: Verifying the Eagle Scout Rank Application**

(These instructions are to be used by the Scout)

When an Eagle Scout Rank Application is downloaded per the above instructions, it will come with pre-loaded information on **page 1** based on the data in the scout's profile. Mistakes can occur during data entry into the profile, so the form must be checked and verified. Below is a checklist to help do this.

- Verify the contact information on the top left side.
- Verify the Join Date and rank dates on the top right side. The First Class and the Star rank dates must be separated by at least four months. The Star and Life rank dates

must be separated by six months. There needs to be at least six months of service after the Life rank date to the present time.

- Answer the four yes/no questions.
- In Requirement 3 there is a table listing 21 merit badges. Badges #1-14 are the Eagle required badges. Note the fine print instructions above and below this table. Verify that:
  - All merit badge dates are not before the Join Date.
  - The merit badge dates match that of the respective blue card.
  - The merit badge dates can be fully seen (the numbers fit in the boxes).
  - A unit number is entered for each badge and that it can be fully seen.
  - Badges #8, 9, and 11 have appropriate strike-throughs of the badges not used.
  - There are 4 merit badges dated before the Star rank date.
  - There are 3 merit badges dated before the Life rank date.
  - All the merit badges were completed before turning 18 years old.

After the Eagle project is completed, information on **page 2** can now be entered. Below is the checklist for page 2.

- In Requirement 4 the position(s) reported must total at least six months of service. Note that the service time must be after the Life rank date to be valid for Eagle rank consideration.
- In Requirement 5 include the name of the city where the Eagle project was executed.
- The form must be signed and dated by the scout, unit leader (SM), and unit committee chair.

The Eagle Scout Rank Application is to be placed at the beginning of the Eagle binder. The form will eventually be sent to the National Council. Any errors will lead to rejection of your application. Please review it carefully.