

Mullan Trail District Eagle Scout Guidebook



Last Revision: October 2026

Introduction

This guidebook provides Life Scouts (Eagle Scout Candidates), their families, unit leaders, and mentors with a clear roadmap for completing the requirements for the rank of Eagle Scout. The goal is to make the process organized, educational, timely, and rewarding while ensuring all national and local requirements are met.

Candidates are encouraged to carefully follow each step in this guide and maintain organized and complete, accurate and legible records throughout the process.

Life-to-Eagle Process Checklist

1. Life Scout Board of Review

Following the successful completion of the Life Scout Board of Review, the unit advancement chair should notify the Mullan Trail District Advancement Committee and invite a district representative to attend a unit meeting as soon as possible.

An Eagle Mentor Team representative will provide the Eagle Scout Candidate with a **Life-to-Eagle Packet** containing:

- Scout Service Eagle Project Workbook (all four sections)
- Eagle Scout Rank Application
- Mullan Trail District Life-to-Eagle Guidebook

These documents are considered your **working copies** and may be used for notes and rough drafts.

2. Attend a Life-to-Eagle Presentation

Candidates and their parents or guardians are encouraged to attend a Mullan Trail District Life-to-Eagle presentation. These presentations may be scheduled during unit meetings.

3. Read the Eagle Scout Service Project Workbook

The Eagle Scout Candidate and their parent(s) or guardian(s) should thoroughly read the entire **Eagle Scout Service Project Workbook** (all four sections) before beginning the project planning process.

4. Select an Eagle Mentor

The candidate may:

- Work with a District Eagle Mentor.
- Select a mentor from their unit.
- Complete the process without a mentor.

Although optional, working with a mentor is strongly encouraged.

5. Download Current Forms

Download the latest versions of:

- **Eagle Scout Service Project Workbook** (all four sections)
<https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook>
- Eagle Scout Rank Application
- It is preferred you download your populated Eagle Scout Rank Application from Scoutbook plus
- Or
- https://www.scouting.org/wp-content/uploads/2026/02/512-728_26-Eagle-Scout-Application_WEB.pdf

You are encouraged to complete these forms electronically whenever possible. Creating electronic documents is a life skill. At a minimum, documents must be neat, accurate, legible and procedurally correct. These become your **official original documents**, which will later be printed and signed.

6. Maintain Organized Records

Keep detailed written records beginning with your initial project search. It is recommended that you maintain a three-ring binder, folder, or digital file containing:

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|---------------------------|---------------------------|
| • Project notes | • Volunteer and Hours Log |
| • Correspondence | • Applications |
| • Receipts | • Signed documents |
| • Photos (Before & After) | |
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7. Complete Contact Information

Fully complete the **Contact Information** section found on **Page B** of the **Eagle Scout Service Project Proposal** (section 2) and all parts of the Proposal Booklet.

8. Unit Approval

After selecting your project and completing the **Eagle Scout Service Project Proposal**:

- Meet with your Unit Leader.
- Review the proposal. When complete and reviewed, Unit leadership assumes responsibility that all parts of the Proposal are fully completed.
- Obtain approval signatures from:
 - Unit Leader
 - Unit Committee Chair

These signatures are located on **Eagle Scout Service Project Proposal Page H.** (section 2)

9. Beneficiary Approval

Meet with the project beneficiary to:

- Review the proposal.
- Clarify expectations. Ask about and pay particular attention to the beneficiaries expected start and completion dates.
- Obtain the Beneficiary Approval signature on Proposal Page H. (section 2)

Provide the beneficiary with a copy of:

"Navigating the Eagle Scout Service Project – Information for Project Beneficiaries"

This document is located in the back of the **Eagle Scout Service Project Report** (section 4)

The beneficiary will indicate on the proposal whether they received this information.

10. Schedule District Proposal Review

After obtaining all required signatures, contact:

Lee Silliman

Mullan Trail District Eagle Board
Coordinator
(406) 490-7575
leesilliman406@gmail.com

Michael Richards

Mullan Trail District Advancement
Committee Chair
(406) 677-2469
silverbackgriz@gmail.com

Contact must be made **at least three weeks** before the desired review date.

Project proposal reviews are normally held:

- **Third Wednesday of each month at 6:00 PM**
- Beach Training Center
- 1700 Stephens Avenue, Missoula, MT

11. Do Not Begin Your Project

Do not begin any project work until your proposal has received District approval.

12. Submit Proposal Copies

On or before the **first Wednesday of the month**,

Email a copy of the completed and **signed Eagle Scout Service Project Proposal** (section 2) with pictures, sketches, and additional information if applicable to:

Lee Silliman

Mullan Trail District Eagle Board
Coordinator
(406) 490-7575
leesilliman406@gmail.com

Michael Richards

Mullan Trail District Advancement
Committee Chair
(406) 677-2469
silverbackgriz@gmail.com

Early submission allows the review committee time to prepare and makes the meeting more productive.

13. Attend Proposal Review

Arrive:

- On time
- Preferably in full Scout uniform
- With your original signed proposal

Be prepared to discuss:

- Your project
 - Your leadership plan
 - Community impact
 - Benefit to the organization
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14. Begin Project After Approval

Project work may begin only after District approval.

If fundraising or in-kind donations are required:

Complete the **Eagle Scout Service Project Fundraising Application** (section 3) and submit it to Senior District Executive, Grace Friend grace.friend@scouting.org **at least two weeks before** fundraising begins.

Fundraising may not begin until approval has been received from:

- Project Beneficiary
- Unit Leader
- Senior District Executive

15. Demonstrate Leadership

Leadership is one of the primary factors considered during project approval and completion. Your project should clearly demonstrate planning, organization, and leadership of others.

16. Report Significant Changes

If significant changes become necessary after approval, contact the Eagle Board Coordinator for **review and approval before proceeding**.

17. Complete the Project Plan

Complete the **Eagle Scout Service Project Plan** (Booklet 3). Review the completed plan with your Eagle Mentor or Unit Leadership.

18. Complete the Project Report

After completing your project:

Finish the **Eagle Scout Service Project Report**, including:

- | | |
|-------------------------------------|-----------------------------|
| 1. Beneficiary signature | • Volunteer sign-in sheets |
| 2. Unit Leader signature | • Other supporting exhibits |
| 3. Include supporting documentation | • Fundraising photos |
| such as: | • Receipts |
| • Project log and volunteer hours | • Thank-you letters |
| • Before, during, and after | |
| photographs | |

Eagle Scout Rank Application

19. Complete the Application

Review your current Eagle Scout Rank Application from Scoutbook Plus to confirm the information is accurate and up to date.

You can obtain your official Scout advancement record from:

Scouting America Montana Council

820 17th Ave. S.
Great Falls, MT 59405

or electronically by email:

registrar@coutingmontana.org

20. Letters of Reference

Request **four** confidential letters of reference from adults who know you well. May we suggest teachers, coaches, people from your church or employers. We suggest you do this six week in advance of your desired Project Proposal date.

Instruct adults, their reference letters should be mailed to:

Scouting America Montana Council

Attn: District Advancement & Recognition Committee
1243 Burlington Ave., Suite A
Missoula, MT 59801

21. Statement of Ambitions and Life Purpose

Prepare a written statement describing:

- Your ambitions
- Future goals
- Leadership experiences
- Accomplishments

This is commonly referred to as the **Eagle Essay** and should reflect your highest quality work.

22. Complete Application Signature

Print your Eagle Scout Rank Application from Scoutbook Plus.

Sign and date the Eagle Scout Rank Application.

Obtain signatures from:

- Unit Leader
- Committee Chair

23. Council Verification

After all requirements and signatures have been completed, submit the Eagle Scout Rank Application to the Mullan Trail District Office for council verification.

24. Schedule Eagle Board of Review

After council verification is complete, the Eagle Board Coordinator will notify you that your application has been received and verified.

Contact the Eagle Board Coordinator **at least three weeks** before your desired Board of Review date.

Boards of Review are generally held:

- Third Wednesday of each month at 6:00 PM
- Beach Training Center
- 1700 Stephens Avenue
- Missoula, MT

25. Submit Board Materials

On or before the **first Wednesday** of the month of your Board of Review, submit three complete copies of your Eagle Scout packet to Mullan Trail District Office, 1243 Burlington Ave. Suite A. Your Eagle Scout Packet (binder) should include:

- Eagle Scout Rank Application
- Entire Project Workbook with logs, pictures, and any additional information needed
- Statement of Ambitions

Do not submit your original signed documents at this time.

26. Attend the Eagle Scout Board of Review:

- Arrive On time on your scheduled date.
- Preferably in full Scout uniform
- With your parents or guardians
- Accompanied by your Unit Leader, who will introduce you to the review board, then the review board will introduce themselves to you.

Bring all **“Original” Workbook sections, supporting documentation and signed documents.**

Following successful completion:

- The Board will sign your Eagle Scout Rank Application.
 - The Board will sign your Scout Handbook.
 - Your original documents will be returned to you.
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27. Submit Final Application

Submit the completed Eagle Scout Rank Application via hand delivered, registered or certified mail to:

Scouting America Montana Council
820 17th Ave. S.
Great Falls, MT 59405

or electronically by email: registrar@coutingmontana.org

28. National Processing

Montana Council will:

- Obtain Scout Executive approval.
 - Process the application with Scouting America
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29. Eagle Scout Credentials

The Eagle Scout Badge may not be presented until official credentials have been received by the unit. National Council validates all applications received. Then the National Distribution Center generates the credentials and prints, packages, and mails the certificate, pocket card, and congratulatory letter to the council.

30. Eagle Recognition

Once credential packet has been received, the Montana Council office will send their credential packet to the Unit:

- Their credentials are complete.
 - Their Eagle badge and commemorative items may be ordered.
 - An Eagle Court of Honor may be scheduled.
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Appeals

If an Eagle Scout Board of Review does not recommend approval for advancement, only the Scout or the Scout's parent or guardian may appeal the decision to the local council.

Refer to the **Guide to Advancement, Section 8.0.4.0 – Appealing a Decision** for complete procedures.