

## Northern Lights Council Protocol for Processing Eagle Scout Applications: **Effective May 1, 2023**

It is our hope that each Life Scout has a **Life to Eagle Mentor**. This mentor plays an important role in making sure that youth do not get lost in the process. A Scout should be mentored through this process by a unit leader. It is the responsibility of the Scout to complete the requirements and application. It is important that the Scout and unit leadership verify that all other requirements have been completed early in the process.

Once a Life Scout has completed the first five requirements for the Eagle Scout rank, they should complete the Eagle Scout Application found online at <https://www.scouting.org/resources/forms/>. This is a fillable form and it is preferred that the information be typed in.

**STOP** - A troop does **not** conduct the Eagle Board of Review on its own. The District Advancement Committee is involved in this process. Once all requirements are completed, the application must be verified, and a member of the District Advancement Committee will contact the Scout and unit leaders to schedule a Board of Review.

To ensure the smoothest possible process, please follow the following steps:

1. The Scout should consult with the unit advancement coordinator to ensure the dates of merit badges and ranks are accurate. These must match Scoutbook and Internet Advancement.
2. The Scout should ensure that the unit number is posted on the application and the merit badge grid.
3. In preparation for the board of review, the Scout must prepare and attach to their Eagle Scout Rank Application a statement of their ambitions and life purpose, as well as a listing of positions held in a religious institution, school, camp, community, or other organization, during which they demonstrated leadership skills. Include honors and awards received during this service.
4. **Requirement #2 References:** The Scout is responsible for selecting references and asking them send their reference letter to your troop's Advancement Chair (or whoever is responsible for advancement in your troop).
5. **Verification Process:** The Scout should submit the completed application to either of the two Northern Lights Council service centers in Bismarck or Fargo. This must be submitted either by mail or in-person. Sending an email containing an application is **not** permitted.
6. The application will be stamped with the date of arrival, scanned into the office's system, and forwarded to the District Approval Representatives.
7. District Eagle Approval Representatives will contact the Scout and unit leaders to schedule the Eagle Scout Board of Review. The Scout should expect to be

contacted within two weeks of submitting the application. An Eagle Scout Board of Review must **not** be postponed or delayed due to a lack of references.

8. Districts may have regular scheduled Eagle Board of Review dates and/or schedule them as needed. Please reference the District Advancement Committee to learn more. A unit's Life to Eagle mentor should be familiar with this process.
9. ***If for some reason the Scout knows they will have a time conflict, please include a note with the Eagle Scout Application stating that conflict.***

Once an Eagle Scout Board of Review is completed, the application must be complete with all signatures. If possible, we suggest the Scout receives a copy/scan of the completed application. It is the responsibility of the district representative to submit the completed application to a Northern Lights Council service center.

On average, it will take about 60 days from the date that paperwork is submitted to receive a completed Eagle Scout packet from the National Service Center.

After the Board of Review, all hard copies of references will be destroyed. These are never to be shared with the Scout.