EAGLE DISTRICT



EAGLE GUIDE

October 28, 2026

Congratulations!

This guide has been created and is updated as often as possible to assist Eagle Scout candidates in completing their journey to Eagle Scout. If you are reading this guide, congratulations! It means you are considering the steps necessary to achieve the rank of Eagle Scout.

Please know that the Eagle District Advancement team and your unit leadership are available to assist you and guide you along the way. We cannot do the work for you, but we can provide you with advice that you will hopefully find useful in completing the necessary tasks to complete your Eagle Scout rank requirements.

If you have questions at any point along your journey to Eagle Scout, please reach out to your Scoutmaster or Unit Advancement Chair. If they cannot answer your questions, they should be able to get you in touch with someone who can.

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Safety Moment

Safety is the top priority for Scouting America, the Last Frontier Council, the Eagle District, and your unit in all Scouting activities, including the Eagle Scout Service Project and rank advancement process. As an Eagle Scout candidate, you are expected to prioritize the safety of yourself and all participants in your project. Familiarize yourself with Scouting America's safety guidelines at www.scouting.org > Scouting Safely. Specifically, review the **Guide to Safe Scouting**, focusing on the **Youth Protection and Adult Leadership** section to ensure compliance with two-deep leadership and no one-on-one contact policies. Additionally, study sections relevant to your project. Example sections may include, but are not limited to, **Medical Information and First Aid, Chemical Fuels and Equipment, Activity Planning and Risk Assessment, Transportation,** and **Incident Reporting**. Review the applicable sections before your project proposal review and be prepared to discuss how you will manage your project so it adheres to these guidelines. Your commitment to safety reflects the leadership expected of an Eagle Scout.

Time Management Reminder

Managing your time while completing the requirements for Eagle Scout will be one of your greatest challenges.

The Eagle Scout Rank has seven requirements, three have significant time and effort commitments.

- Hold an accepted Position(s) of Responsibility for a minimum of 6 months.
- Complete 21 merit badges, which include the 13 required Merit Badges.
- Choose and complete an Eagle Scout Service Project by working with a benefiting organization. All Eagle Candidates must get the project approved through the Eagle Scout Project Proposal, complete the project, and complete the Eagle Scout Project Report.

Please note: All Eagle Scout candidates MUST use the latest version of the Eagle Scout workbook. You can download a copy here: Eagle Scout Service Project Workbook.

Remember: Outside of your proposal, do not begin any work on your project, or raise money, or obtain any materials until your project proposal has been approved.

Required Merit Badges with Time Commitments

Personal Fitness: 12 weeks of participation in and logging physical fitness

Personal Management: 13 weeks of tracking personal finances.

Family Life: 90 days of performing and logging chores at home.

Citizenship in Society Update

The Citizenship in Society Merit Badge will be discontinued effective Friday, February 27, 2026.

Scouts who had already started and completed any requirements for the merit badge will be allowed the rest of 2026 to complete the full merit badge and count it for the rank of Eagle Scout. Effective Feb. 27, 2026, the rank of Eagle Scout will have 13 required merit badges instead of 14.

Council & District Advancement Chairs as well as Council Registrars, will have the ability to allow the Citizenship in Society Merit Badge to count towards Eagle Scout for those few Life Scouts who started the requirements prior to the discontinuance date, and will complete the merit badge before Dec. 31, 2026.

Link to Scouting America Announcement

Important contacts

These contacts are needed for completing the Contact Information section of the Eagle Scout Service Project workbook.

Unit Leader
This is your Scoutmaster, Crew Advisor, or Skipper.

Unit Committee Chair
This is Troop, Crew, or Ship Committee Chair.

Council Service Center
405.840.8693
3031 NW 64TH ST
Oklahoma City, OK 73116

Unit Advancement Coordinator
If you do not know who your Unit Advancement Coordinator is, check with your Unit Leader or Unit Committee Chair.

Council/District Approval Representative
Rachel Harrison
District Eagle Boards Chair
rachel.harrison.scouts@gmail.com

Project Coach
This is a trusted adult who is knowledgeable in the focus of your project and can guide you through the completion of the project itself.

The Project

Before planning your Eagle Scout Service Project

- Download the Eagle Scout Service Project Workbook and read through the workbook carefully.
- Determine a method to log time spent on your project and keep notes. This can be a paper notebook or a digital app.
- Start tracking all the time spent, yours and others', on preparing, planning, and completing your project.

  Ex. You and a parent meet with your Scoutmaster for 30 minutes to review the project. The total time would be 30 mins x 3 or 1 hour and 30 mins.
- Talk to your Unit Leader.
- Identify a project coach and discuss your project with your coach. Your Unit Leader might have some recommendations based on the goal of your project.

Before registering for your Eagle Scout Service Project Board of Review

- Complete the proposal section of the workbook.
- Determine what, if any, fundraising your project will need.
- Complete the Eagle Project Fundraising Application found in the project workbook.
- Sign your proposal.
- Review your proposal with your beneficiary and get their approval and signature.
- Review your proposal with your Unit Leader and get their approval and signature.
- Speak to the current Unit Committee Chair about who from the committee can review your proposal. Review your proposal with the Unit Committee and get their approval and signature.

Schedule your Eagle Scout Project review board with the Eagle District Advancement Committee

- **DO NOT** schedule your board until you have reviewed your proposal with the beneficiary, your Unit Leader, and the Unit Committee and received signatures from all three.
- Once you have all the above signatures, go to eagledistrict.org/events to register for the Eagle District Eagle Scout boards.
- **What to bring:** Bring the original copy of your workbook. Bring the Eagle Project Fundraising Application, found in the project workbook.
- **Optional:** Bringing additional copies of your workbook is recommended, but not required.
- Consider reaching out to the character references you plan to enter on your Eagle Scout Rank Application. Ask your Scoutmaster for guidance if you have questions.

After your project is approved

- Complete the Plan Section of the workbook.
- Review your plan with your beneficiary and receive their authorization to start the project.
- Review your plan with your Unit Leader and receive their authorization to start the project.
- Sign the signature area at the end of the Plan Section.
- Schedule workdays for your project and communicate with your beneficiary. Make sure to have backup workdays for weather or other delays.
- Recruit volunteers.
- Schedule your project.
- Complete your project.
- Record the total service hours.

After The Project

Complete your workbook

- Complete and sign the Report Section of the Eagle Scout Service Project workbook.
- Review your workbook with your beneficiary and get their signature.
- Review your workbook with your Unit Leader and get their signature.

Complete Outstanding Merit Badges

Write a Statement of Ambition and Purpose

Complete your Unit Leader Conference

Complete the Eagle Scout Rank Application

- Record the total hours for your project on the application
- Fill out the references' names and contact information. If you have not done so, reach out to your references and arrange to receive the letters in a sealed envelope. You can also request that the letters be mailed to the council service center with ATTN: Eagle District Advancement Committee in the address. References can also submit their letter online using the following form.
  Online Reference Form
- Sign your application.
- Review the application with your Unit Leader and receive their signature.
- Review the application with your Unit Committee Chair and receive their signature.

Take your application to the Council Service Center so your application can be verified and signed.

Schedule your Eagle Scout Rank Board of Review.

- Go to eagledistrict.org/events to register for the Eagle District Eagle Scout boards.
- **What to bring:** Eagle Scout Rank Application, Project Workbook with original signature pages, statement of ambition and purpose, Scout Handbook, and letters of reference if you have them. If your references chose to mail the letters, the Eagle District Advancement Committee should have your letters. Your board can continue without the letters; this is why putting their information on the application is important.
- The Eagle Scout Rank Board of Review members will sign your application and handbook.

Submit your Eagle Scout Rank Application to the Council Service Center

- Council will finalize your application and send it to National for final review and approval.
- Once National approves your Eagle Scout Rank Application, your rank will be approved in Scoutbook, and your credentials will be sent to the Council Service Center.

Credentials arrive at the Council Service Center

- Pick up your credentials.
- The Unit can now purchase your recognition items (i.e. Medal Kit, Palms, Neckerchief).
- Begin planning your Court of Honor.

References & Letters of Recommendation

As of January 1, 2025, Scouting America has updated the guidelines for references and letters of recommendation.

Who is responsible for contacting and following up with references?	The Scout
Number of references?	Four
Can the unit leader (Scoutmaster, Advisor, Skipper) or Committee Chair serve as a letter of reference?	No. Their signature on the application serves as their endorsement.
Can the parent/guardian serve as a reference?	Strongly discouraged.
How do I get letters to the board?	The Scout can pick up the letters in sealed envelopes and bring them or the reference can mail them to the council service center with ATTN: Eagle District Advancement Committee
Can references be submitted electronically?	Yes, via the form linked in QR code below.
What if the letters are not available or received by the Board of Review?	If after a diligent effort four recommendations are not received, the board of review can go forward without them. Advancement may not be denied based on a lack of references.
What happens to the letters after the board has completed?	All letters are destroyed after the Board of Review

Statement of Ambition and Life Purpose

An Eagle Scout Statement of Ambition and Purpose is a short, personal essay required as part of the Eagle Scout Rank Application. It gives the Eagle Scout Board of Review a better understanding of who you are, what you've accomplished, and where you're headed.
Here's what it usually includes:

1. Ambitions (Future Goals)

- Your short-term goals (high school, college, vocational plans, etc.)
- Your long-term career aspirations
- Personal goals (family, community involvement, leadership, service)

2. Purpose (What Guides You)

- Your values and principles that shape your ambitions
- How Scouting has influenced your character and goals
- Why do you want to achieve these goals, and how do they connect to your life purpose

3. Life Profile (Background Summary)

Often, Scouts also include:

- A summary of achievements in school, sports, church, work, and community
- Leadership experiences both in and outside of Scouting
- Special interests, hobbies, or talents

Why is this important?

The statement is not a test that will be evaluated for grammar and proper formatting. It is a chance for you to tell your story. It gives the board a chance to understand who you are as an individual.

Your statement shows the members of the board how you've grown and where you are headed in life.

This is why your statement should be honest, personal, and speak to your vision for your future.

NOTES: