

# How to Complete Your Eagle Scout Rank Application Form

It is recommended that the applicant use this instruction document as a personal checklist to ensure that the Eagle Scout Rank Application Form has been properly prepared prior to its submission to Mayflower Council. If an application is incomplete or contains inaccurate information, it cannot be processed. By following these instructions and reviewing the application form carefully with your Unit leader and committee chair prior to their signing of the application, processing delays can be avoided.

- Eagle Scout Rank Application Form:** Download and use the current Eagle Scout Rank Application form, as linked to on the Mayflower Council website ([www.mayflowerbsa.org](http://www.mayflowerbsa.org)). To access the link from the Home page, click <Programs> then <Advancement> then <Eagle Scout Application>. This is a fillable pdf form.

### **Important Note**

It is strongly recommended that you first save the downloaded form to your computer and then reopen it using Adobe Acrobat Reader. If you do not follow this procedure, you may have difficulty inputting data to the form and/or saving the form for future editing.

If you choose to print the form and fill it out by hand, you must use black or blue ink. Application forms filled out in pencil will not be accepted.

- Name and Personal Information:** Print your name as you want it to appear on your Eagle Scout Certificate (no more than 30 characters, including punctuation and spaces). Do this at the top of Page 2 as well. Provide your complete address and Unit designation information, including zip codes.
- Date became a Boy Scout (Venturer):** This is the date you became registered as a Boy Scout (Venturer) by the BSA National Service Center. To obtain this date, you must send an email to [JoiningDate@mayflowerbsa.org](mailto:JoiningDate@mayflowerbsa.org). Your Unit leadership will not be able to provide you with this date – it can only be provided by the BSA National Service Center through the Mayflower Council Service Center.
- Dates of First Class and Star Boards of Review:** Get these dates from your Unit advancement administrator, that individual has access to your official records through Internet Advancement. There must be at least four (4) months separation between the date of the First Class Scout board of review and the date of the Star Scout board of review and at least six (6) months separation between the date of the Star Scout board of review and the date of the Life Scout board of review.
- Date of Birth:** All Eagle Scout rank requirements, other than the Eagle Scout rank board of review, must be completed by your 18<sup>th</sup> birthday.

- Requirement 1 - Active for Six Months:** There must be at least six (6) months separation between the date of your Life Scout board of review and the date you apply for the Eagle Scout rank.
- Requirement 2 – References:** Follow the guidance provided in the document entitled: *Eagle Scout Letters of Reference Procedures*. This document is available online at the Mayflower Council website ([www.mayflowerbsa.org](http://www.mayflowerbsa.org)) under <Programs> <Advancement>.
- Provide each reference’s complete name, full mailing address (including zip code) and telephone number (including area code). Do not alter or delete any of the Reference categories listed under Requirement 2. If you do not have a specific religious reference, you may leave that line blank, but the issues of “Reverence” and “Duty to God” must be addressed in the letter provided by your parent(s)/guardian(s).
- Requirement 3 - Merit Badges:** List only 13 Eagle-required badges and eight (8) others. Dates are very important here. The list must include four (4) Eagle-required merit badges, together with two (2) other merit badges, with dates that precede the date you achieved the Star Scout rank and three (3) additional Eagle-required merit badges, together with two (2) additional other merit badges with dates that precede the date you achieved the Life Scout rank. Request that your Unit’s advancement administrator confirm all dates via Internet Advancement prior to filing the Eagle Scout Rank Application form with Mayflower Council.
- On merit badge numbers 7, 8, and 10, cross out the badges not being claimed as “Eagle-required”. If a crossed out badge was earned, it can be re-entered as one of numbers 14 through 21. For example, if you have earned Emergency Preparedness but not Lifesaving, you should cross out the word “Lifesaving” in box 7. If you have earned both these merit badges and wish to claim Emergency Preparedness as your Eagle-required merit badge, you should cross out the word “Lifesaving” in box 7 and insert it into one of the boxes 14 through 21.
- For each merit badge, enter the number of the Unit you were in when that merit badge was earned.
- Requirement 4 - Position of Responsibility:** Re-enter the date of the Life Scout board of review and then identify only those positions of responsibility held after that date and before your 18<sup>th</sup> birthday. Do not put “Present” as a date. If you held the position until the day before your 18<sup>th</sup> birthday, use that date as the termination date of the position. The only leadership positions creditable under Requirement 4 are those listed on the application form.
- Requirement 5 - Service Project:** Provide the name of your Eagle Scout Service Project and the grand total of hours spent on it. The total hours should match what is recorded on “Project Report Page B” in the “Eagle Scout Service Project Report” section of the Eagle Scout Service Project Workbook.
- Provide the date the service project was completed. Generally, this will coincide with the date the final signature was secured on your Eagle Scout Service Project Report.

- Requirement 6 – Unit Leader Conference:** Provide the date of your Unit leader conference. This date must be before your 18<sup>th</sup> birthday.
  
- Statement of Ambitions and Life Purpose / Listing of Leadership Outside Scouting:** Prepare your statement of ambitions and life purpose. This statement should address the question: what do you want to do with your life at this point in your life? Provide a list of positions held outside of Scouting and the activities you've been involved in. This will provide the board of review panel with some insight into what else you have been doing.
  
- Certification By Applicant:** Sign and date the application form and provide your telephone number.
  
- Unit Leader Signature:** Obtain the signature of your Unit leader and provide that leader's telephone number and date of signature. If a parent of the candidate is the Unit leader or committee chair, the application form must still be signed by them, certifying that all of the information provided therein is correct.
  
- Unit Committee Chair Signature:** Obtain the signature of the Unit committee chair and provide that leader's telephone number and date of signature.

The completed Eagle Scout Rank Application form does not have to be received by Mayflower Council prior to your 18<sup>th</sup> birthday, but you must have completed all of the Requirements 1 through 6 before that date. If you have questions concerning the status of your application, please contact Marcella Saunders at Mayflower Council 508 -217-4614 or [marcella.saunders@scouting.org](mailto:marcella.saunders@scouting.org). Do not call the District advancement chair with questions about your application, as that person is not involved with verifying the data on Eagle Scout Rank Application forms.