



**To: District Advancement Chairs, District Advancement Committee Members, District Chairs, and Troop Leaders**

**Subject: Required Adherence to Eagle Scout Advancement Guidelines**

Dear Scouting Leaders and Eagle Scout Candidates,

It has come to the attention of the Greater Hudson Valley Council that several key elements of the Eagle Scout advancement process are not being consistently followed in accordance with the policies and procedures outlined by Scouting America.

To ensure fairness, consistency, and the integrity of the Eagle Scout Award—the highest honor in Scouting—this document outlines required procedures for Eagle Scout Service Projects, Eagle Rank Applications, and Eagle Boards of Review. It is intended to serve as a reference for both adult leaders and Scouts working toward the rank of Eagle.

Strict adherence to these guidelines will streamline the advancement process, prevent unnecessary delays, and ensure that each Scout is properly prepared for final approval.

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## **Eagle Scout Service Project Procedures**

The Eagle Scout Service Project is often the most detailed and time-sensitive component of the Eagle Rank. The following steps **must** be followed:

### **Project Workbook and Proposal**

- **Use the most current workbook:** Only the latest version of the *Eagle Scout Service Project Workbook* will be accepted. This is available at: <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/resources/>
- **Required reading:** Both the **Scout** and their **parent(s)/guardian(s)** must read the workbook—especially **page 4**, which outlines expectations.

#### **Proposal approval is mandatory:**

The *Project Proposal* section **must** be fully completed and submitted for **District Eagle Board approval before any planning or work begins.**

If work begins without approval, the project may be rejected, and the Scout may need to start a new project.

- **Plan ahead:** Timelines for project approval can be lengthy, particularly in the summer months when municipal boards may not meet. If approvals, permits, or certificates of insurance are required (e.g., by a town or school), they can take weeks or months to acquire.

- **Contact sheet accuracy:** District members must review the contact page to ensure all information (district/council name, Scout details, etc.) is accurate and complete.

### **Required Signatures (in order)**

1. **Scout** – after reviewing the workbook and signing the Candidate's Promise.
2. **Three signatures in any order:**
  - Unit Leader (e.g., Scoutmaster, Skipper, Crew Chief)
  - Unit Committee Representative (typically the Committee Chair)
  - Project Beneficiary Representative

**Final Signature:** The District Advancement Chair or a designated District Advancement Representative must be the final signatory.

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### **Project Fundraising Procedures**

- **For fundraising under \$500:** Approval may be granted by the District Advancement Chair or Committee Member.
  - **For fundraising over \$500:**

The Scout must obtain approval from the Council Advancement Committee.  
Submit the following (as PDF attachments) via email to **GHV.Eagles@scouting.org**:

    - Approved project proposal pages from the workbook
    - Completed Eagle Fundraising Application  
The Scout **must copy** the Unit Leader and at least one other adult on this submission.  
**No fundraising may occur until written approval is granted.**
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### **Eagle Scout Rank – Requirements Overview**

To qualify for the Eagle Scout Rank:

- Requirements **#1 through #6 must be completed prior to the Scout's 18th birthday**
- The Scout must be **actively registered** while completing these requirements.

**Note:** Scouts **do not** need to be registered after all requirements are met. Signatures on the application **do not** need to be dated before the Scout's 18th birthday. Registration is also **not required** to submit paperwork to Council or attend the Eagle Board of Review.

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## Requirement 2 – Letters of Reference

- Scouts must list **at least four** references on the Eagle Rank Application.
- Per 2025 Scouting America guidelines:
  - **Parents and relatives are strongly discouraged** from serving as references.
  - The **Unit Leader and Committee Chair may not** serve as references. Their endorsement is provided by signing the application.
  - References may be of any age, as long as they meet the above requirements.

### Reference Letter Protocol

- Letters must be **requested by the Scout only**.

They must be submitted **in sealed envelopes**, either given directly to the Scout or sent to a designated adult in the unit, district, or council.

- Letters **must remain sealed** until they are opened by the Board of Review.

If the Scout is approved for Eagle and the credentials are received from National, the letters are destroyed by the Board Chair. If not approved, the letters are returned to Council in case of an appeal.

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## Requirement 4 – Position of Responsibility

- Only leadership roles listed on the Eagle Rank Application may be used to fulfill this requirement.
- The Scout must have served **while a Life Scout** for a **minimum of 6 months**.

Dates must:

- Begin **after** the Life Rank was earned.

End **before** the application signature dates.

- Do not list any leadership service **before** the Life Rank or **after** the application was signed.
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## **Requirement 5 – Eagle Scout Service Project**

- When entering project hours on the Eagle Rank Application, only **whole numbers** may be used. The National submission system does **not** accept fractional hours.
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## **Requirement 6 – Unit Leader Conference**

- This is a formal meeting between the Scout (as a Life Scout) and their Unit Leader to discuss their progress and preparation for Eagle.
- Scouts should come prepared to discuss:
  - Completed and pending requirements
  - Leadership experiences
  - Goals and aspirations

**Clarification:** This is **not** the same as the Scoutmaster conference for Life Rank.

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## **Submitting the Eagle Rank Application to Council**

All Scouts must follow the *Life to Eagle Rank Guide* provided on the Council website. This includes detailed instructions on:

- Exporting the Eagle application from Scoutbook
  - Preparing the Eagle Scout paperwork package  
**Guide available at:** <https://www.ghvscouting.org/eagle-scout-rank-process/>
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## **Eagle Board of Review (EBOR) Guidelines**

- Boards must consist of **3 to 6 members**.  
*Neither the Scoutmaster nor Assistant Scoutmasters from the Scout's unit may participate.*

At least **one member** must be a District or Council representative and must sign the application on Page 2.

- The **Board Chair** may be a unit representative or another District/Council representative and is the second required signer on Page 2.
- Only **those present at the actual Board** may sign paperwork. Do **not** collect signatures after the Board.

## Advancement Report Instructions

- Submit a completed *Rank Advancement Form* with:
    - Three original signatures in the designated signature section.
    - Printed names and roles of all board members listed in the lined area (e.g., “Sam Doe – District Advancement Rep”).
    - If the Scoutmaster or ASM attended only as an escort/observer, they do **not** sign but may be listed as “Observer.”
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## Final Submission Process

Following the Eagle Board of Review:

- The District Representative (or designee) must email the following to **GHV.Eagles@scouting.org**:
  - Signed Eagle Scout Rank Application
  - Completed Advancement Report

### **The Council will:**

1. Confirm receipt
2. Submit to the Scout Executive for review and signature
3. Forward to the National office for processing

**Important:** The Eagle Rank is **not official** until approval is received from the National office.

Once approved:

- Credentials are mailed to the Council Service Center.

The Council will contact the Scoutmaster, Committee Chair, and Advancement Chair (if known) for pickup or mailing options.

- This confirmation may be used to purchase Eagle kits or hold Courts of Honor before physical credentials arrive.
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## Council Eagle Contact Information

- **Eagle Submission Email:** GHV.Eagles@Scouting.org

**Council Office Phone:** (845) 566-7300

- **Eagle Processing Contact:** Christine Maurer – (845) 762-3801  
**Council Address:** 18 Westage Drive, Suite 19, Fishkill, NY 12524
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## Additional Resources

**Life to Eagle Rank Guide:**

<https://www.ghvscouting.org/eagle-scout-rank-process/>

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**Thank you for your attention and commitment to maintaining the high standards of the Eagle Scout Award.**

If there are any questions regarding this process, please do not hesitate to contact your District Advancement Chair or the Council office.

**Yours in Scouting,**

**Jay Gussak,**

**Greater Hudson Valley Council Advancement Chair**

