

## Electronic Instructions for Eagle Rank Applications and Workbooks

During the pandemic essential travel only request, we are switching to on-line submission of Eagle service project proposals and rank applications/workbooks, as well as video board of reviews. If the Scout or the unit leadership does not have the ability to scan and email the needed documentation, an appointment for dropping it off can be made via [160eagle@crossroadsbsa.org](mailto:160eagle@crossroadsbsa.org) or by calling your local office. Email is the best option, as calling will probably require you to leave a message.

\*\*\*When making an appointment: leave the Scout's name, district, unit type and number.

### INSTRUCTIONS for Electronic submission of Eagle Rank Application and Project Workbook.

Please scan the following documents in the order listed below:

1. Eagle rank application
2. Statement of ambitions and life purpose
3. Listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills, including honors and awards received during this service
4. Unit printout of merit badges and individual history (includes ranks and leadership positions held)
5. Eagle Scout Service Project Proposal
6. Eagle Scout Service Project Plan
7. Eagle Scout Service Project Report

On Eagle project workbooks: please include the cover page and all pages on which the Scout entered something. If no fundraising was needed, please indicate so by N/A on the fundraising page or do not include it. Should you wish to include letters, receipts and pictures you may do so, but may need to split up your workbooks so that they will email to the council.

Be sure to send an email telling the council you are submitting an Eagle application and workbook so that we can look for it. If we do not receive it in a timely manner, we will reach out to you to have it emailed to us in sections.

Email the above scanned documents to [160eagle@crossroadsbsa.org](mailto:160eagle@crossroadsbsa.org).

Note: We do not need copies of ranks or merit badge certificate cards, as those items are not used for verifying a date. The unit print out and blue cards (for merit badges) are the only acceptable means of date verification.

**Reference letters** should never be included with the workbook. They should always be mailed directly from the writer to the Crossroads office at the address indicated on the BSA website:

<https://www.crossroadsbsa.org/programs/scouts-bsa/advancement/trail-to-eagle/> item #6. Select the office to which you normally conduct business and follow the instructions. Note: the website is a bit slow in opening the reference letters; be patient.

**Board of Review:** Once the application package has been reviewed and approved by the council, it will be forwarded to the district Eagle coordinator who will contact the Scout to arrange for a board of review. The board of review may occur by videoconference.