**Purpose**

The purpose of this document is to guide the Eagle Scout candidate though the process of creating the Eagle Notebook that is to be submitted to the Eagle Board Chair of the Golden Eagle District, as a requirement for setting an appointment for an Eagle Scout Board of Review.

This notebook provides the initial contact between the members of the Board of Review and the Eagle Scout candidate. It is very important that the notebook be thoughtfully and completely put together to provide an accurate glimpse of you, as a prospective Eagle Scout and as a person.

Be aware that this notebook takes a fair amount of time to assemble. Because of this, it would be a good idea to break this into smaller tasks to be accomplished over several days.



**Materials needed:**

* Three‑ring notebook, with a view binder cover (see image at right). **A** **white notebook is preferred.**
* Clear plastic sheet protectors
* Tabbed notebook dividers, minimum of 8 but possibly as many as 11.
* Trading card (Baseball/Pokeman cards) sheet protectors. These sheets accommodate 9 cards per sheet, arranged in 3x3 format. These can usually be found at Staples or other stores.

**Notebook Assembly**

* Cover. An appropriately designed page created by the Scout. At a minimum, it must include:
	+ Scout’s name
	+ Address
	+ Phone number
	+ Troop number
* Content - Each sheet needs to be inserted into a clear sheet protector.
	+ One section for each item listed below. Use tabbed dividers as needed.

**Notebook Contents**

* **“El Camino Real District – Eagle Application Checklist”.**

*The checklist can be obtained from a link on our Troop website (*<http://magnificentsevens.org/information/eagle-scout/index.html>*), top right corner of the page, under “District/Council Documents”). Look for “”Eagle Application: District Checklist”.*

*Every item needs to be “checked” when the items have been verified as complete and included in the notebook.*

* **“Eagle Scout Rank Application” and written essay to fulfill Requirement #6 (Ambitions and Life Purpose)**

*A link to the electronic form of the application is found here* <http://magnificentsevens.org/information/eagle-scout/index.html>

*Under “National BSA Documents”, look for “Eagle Scout Rank Application”.*

* 1. Tips for properly completing the Eagle Scout Rank Application can be found later in this same document, starting on page 4.
	2. Note that under “Certification by Applicant”, in bold text, a written essay must be included. It must be several sentences (paragraphs) in length and sufficiently well developed and well written.

*Obtain the “Eagle Application Assistance” document from Scoutmaster (currently Mr. Cardenas). Use that information to complete the Eagle Application.*

* **“Advancement Report”** (sample shown to the right)



**Advancement Report #3304**

*Obtain a blank Advancement Report. A link to this form can be found here:* <http://magnificentsevens.org/information/eagle-scout/index.html>. *Under “National BSA Documents”, look for “Advancement Report”.*

*Fill out the form:*

* *Fill out the unit information along the top - the unit expiration is the end of the end of September of year (i.e. 9/30/202x).*
* *Enter your name and “Eagle Scout” for the award. Leave blank the “Date Award Earned”.*

*All other information will be supplied by the Eagle Board Chair at the conclusion of the Eagle Board of Review.*

* **“GLAAC – Eagle Application Checklist”.**

*The checklist can be obtained from (*<http://magnificentsevens.org/information/eagle-scout/index.html>*), top right corner of the page, under “District/Council Documents”. Look for “Eagle Application: Council Checklist”). Fill out everything* ***except*** *for items indicated by “Verified by District” and “For Council Use Only”.*

* **“Scouts BSA History Report”**

*Obtain from Scoutmaster (currently Mr. Cardenas).*

*The Scoutmaster will typically cross-verify this information with the Troop records to identify any missing advancement items.*

* **“Eagle Candidate Statement”**

*Take some time to reflect on your Scouting experiences and your Trail to Eagle. Write a short essay to express those Scouting experiences. Also tell what earning the Eagle Scout rank will mean to you and how that experience has impacted you as a person.*

*Note: This is very similar to the item listed in #3b on the previous page as well as the final paragraph contained on the Eagle Resume below.*

* **“Eagle Resumé (Participation Report)”**

*For this requirement, you will need the following information:*

* *Number of nights camping. Get this number from Mr. McDonald.*
* *Number of days on a day hike. Mr. McDonald may also have this information if you’ve participated in some troop hikes. In addition, the troop usually participates in a hike during summer – those are typically not recorded by Mr. McDonald, so you’ll need to recall those hikes.*
* *List of summer camps that you’ve attended. The Troop summer camp history can be found here:* <http://magnificentsevens.org/information/eagle-scout/index.html>. *Under “Troop Documents”, look for “Summer Camp History”. In this document, identify which camps you’ve actually attended.*
* *You will need the Eagle Resume document:*Go to: <http://magnificentsevens.org/information/eagle-scout/index.html>. *Under “District/Council Documents”, look for “Eagle Resume”.*

Fill out the Eagle Resume document using the information obtained above.

* **“Eagle Project”**

*Full Eagle Project Workbook write-up. This must include all sections of the workbook and Fundraising Application, if so required. Include all signatures, photographs, log of hours, and any additional write-up detailing project changes and results.*

* **Merit Badge Cards**

*All earned merit badges must be included. What is important the blue cards, not so much the green/white card that are usually handed to the Scout along with the blue cards.*

*Verify each blue card for the following:*

* *Each blue card is signed by the merit badge counselor and the unit leader.*
* *The date of completion for the merit badge must match the date on your Scouts BSA History Report (item #5 above).*
* *Using the trading card sheet protectors:*
	+ *Arrange the blue cards in the same order as listed on your Eagle Scout Rank Application (item #3 above). It is preferred to arrange them from left to right, then top to bottom. Be sure to have the signature side of the blue cards facing outward.

	Any merit badges earned beyond the required 21 for Eagle can be arranged in any desired order (alphabetical, date, etc.).*
	+ *If the corresponding Green/White advancement cards (see item #10 below) are owned, place them in the same pocket with the corresponding blue card. Be sure to have the completed side of the card facing outward.*

***Very important****: Every earned merit badge needs to be present on the merit badge sash. This will be checked at the Board of Review.*

* **(if BOR will occur after 18th birthday) Letter explaining delay**

*If required to include this, the letter must be well written with as much detail to fully explain any delay. The Eagle Board Chair will let you know if this will be required for your case.*

* **Awards**
* *Include any awards (certificates, patches, etc.) that were earned in Scouting (even Cub Scouts). Patches can be stapled onto blank sheets of paper, then the completed sheet can be inserted into a clear sheet protector.*
* *Include any other awards that were earned (from school, etc.).*
* **Letters of recommendation.**

*All letters must be submitted in sealed envelopes to the Eagle Board of Review. At a minimum, six (6) letters of recommendation are required (but more can be included) and must be from those people listed on the Eagle Application, requirement #2.*

**Eagle Scout Rank Application**

The Eagle Scout Rank Application is the single-most important document that will need to be completed for the Eagle Scout award. This form is sent to the National Boy Scouts headquarters in Irving, Texas to record the Eagle Scout Rank.



**Eagle Application #512-927**

Because of the importance of this form, it must be filled-out completely and accurately before it can be accepted for transmission to the National Boy Scouts Headquarters.

Based on previous experience in dealing with our Eagle Board of, they will not accept an application that is incomplete or inaccurate because it will end up being rejected by National Headquarters and returned to the Scout for corrections. This correction cycle will result in a several week delay in getting back to the Scout.***In short, if it isn’t perfect, it won’t be accepted.***

The form itself can be filled out by hand. But if so, everything must be legible, with no cross-outs or white-out corrections. Also make sure that each box contains only one character.

Instead of hand completing the form, it is highly recommended that the electronic form be used. A link for the form can be found here: <http://magnificentsevens.org/information/eagle-scout/index.html>*.* At the top of the page, under “National BSA Documents”, you’ll see the link for “Eagle Scout Rank Application”.

Because of the electronic nature of the form, it can be saved and changed as needed. In addition, the form has already set the appropriate character spacing. Simply start typing and the form will take care of all the formatting.

Prior to filling out the Eagle Scout Rank Application, whether electronically or by hand, obtain an “Eagle Application Assistance” report from the Scoutmaster (currently Mr. Cardenas). This report is extracted from the Troop records and will contain much of the information needed for completing the Eagle Scout Rank Application.

When filling out the application, no abbreviations should be used. For example, “Road” should be used instead of “Rd.”, “Street” vs. “St.”, etc. The only exception to this rule is the use of the state abbreviation – it is OK to us “CA” for the state.

The application should be filled-out as follows:

* Requirement 1 (Life Scout BOR): All necessary information can be obtained from the “Eagle Application Assistance” report.
* Requirement 2 (Letters of Recommendation): Include information for those that have provided letters of recommendation. If any person’s title does not match the title that is pre-printed on the form, simply line-out the pre-printed title and hand write the correct title. A good candidate for this is the “Employer”, since most Scouts are not yet employed, which can be replaced with “Scoutmaster”.
* Requirement 3 (Merit Badges): List all merit badges using the information from the “Eagle Application Assistance” report. Pay close attention to the following merit badges:
	+ Merit Badge #7, Emergency Preparedness OR Lifesaving: List the date of completion for whichever badge was earned. Also make sure to line out (by hand after printing) the merit badge that was not earned.
	+ Merit Badge #8, Environmental Science OR Sustainability: List the date of completion for whichever badge was earned. Also make sure to line out (by hand after printing) the merit badge that was not earned.
	+ Merit Badge #10, Swimming OR Hiking OR Cycling: List the date of completion for whichever badge was earned. Also make sure to line out (by hand after printing) the merit badges that were not earned.

In addition, the corresponding merit badges should be included in the notebook (Notebook Contents, Item #9 above) and arranged in the same order as listed here. The listed dates of completion must match the dates of completion on the merit badge blue cards.

* Requirement 4 (Leadership): All necessary information can be obtained from the “Eagle Application Assistance” report.
* Requirement 5 (Eagle Scout Leadership): The necessary information can be found in the Eagle Project Workbook write-up. In addition, be sure to include the following:
	+ Project Name: Give the project a name, **including the city**. Examples include “Therapy Garden Restoration – City of Pomona”, “Band Room Cabinets for Walnut High School – City of Walnut”, etc.
	+ Total number of hours: This should be available from the completed Eagle Project write-up.
* Requirement 6 (Scoutmaster Conference):
	+ Scoutmaster Conference Date. The date of the Scoutmaster Conference.
* Certification by Applicant: Provide your signature, phone number, and date. Be sure to sign with the same color ink used for the signatures of the Scoutmaster and Committee Chair (see below). All three required signatures must be in the same color ink.
	+ Ambitions and Life Purpose Essay. A short essay, a few paragraphs in length (several sentences) describing ambitions, life goals, etc.
* Unit approval: Both the Soutmaster and Committee Chair each provide their signature, phone number, and date. Their signature should be with the same color ink as the Scout signature. All three required signatures must be in the same color ink.
* BSA Local Council Verification: Leave blank. The council will take care of this after the Board of Review.
* Requirement 7 (Eagle Scout Board of Review): Leave blank. This section will be filled out by the Board of Review chair at the conclusion of the Board of Review.