

Scouting America[™]

South Florida Council



Life to Eagle Packet

Helping Scouts achieve Scouting's highest award.

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Introduction

Dear Life Scout:

Congratulations on achieving your Life Scout rank and you are now ready to begin the journey to Eagle Scout.

The rank of Eagle Scout is the highest rank in Scouting America. It represents years of active participation in a scouting unit where the scout has worked to gain skills, earn merit badges, and developed as a leader through his fulfillment of his duties in positions of responsibility within his unit. The Scout does not travel this trail to Eagle Scout alone, his fellow Scouts, family, unit leadership, district and Council volunteers all have a role in guiding him to the attainment of the Eagle rank.

The trail to Eagle starts well before the achievement of the Life Scout rank, it begins as the scout works to earn the rank of First Class. The scout, their parents/guardian and the adult leadership of their unit should make themselves familiar with not only the requirements that must be completed but also the time frames required to achieve the Eagle rank before the 18th birthday. With rare exception, a scout should never “run out of time.”

The National Boy Scout office designates the process and forms and applications which **must** be used to complete the rank of Eagle. **The Guide to Advancement** is the best reference for the process of advancement. It clearly states, “*No council, committee, district, unit, or individual has the authority to add to, or subtract from, advancement requirements.*” To avoid confusion, this **Life to Eagle Packet** uses the same terminology as **The Guide to Advancement** when discussing what is required versus desired or optional.

The Guide to Advancement states “*This publication clearly identifies mandated procedures with the word “must. Where such language is used, no council, committee, district, unit or individual has the authority to deviate from the procedures covered without written permission of the National Program Committee or their designee. Highly recommended best practices are offered using words like “should” while other options and guidelines are indicated with terms such as “may” or “can.” Refer questions on these to your local district or council advancement chairs or staff advisors. They, in turn, may request interpretations and assistance from the National Program Committee or their designee.*”

The most recent edition of the Eagle Scout Service Project Workbook and the Eagle Scout Rank Application **must** be used by the Eagle candidate. The South Florida Council Eagle Scout Reference letter form **must** be used.

This **Life to Eagle Packet** explains the process specific to South Florida Council, the intent is to make the process clear to scouts, their parents/guardians, unit leadership and district and Council volunteers.

The Eagle candidate will find that there are some steps, specific to their district, not included here that must be researched. These might include items such as day and location of the district Eagle board meetings and the name and to whom and where to address to send Eagle candidate reference letters.

This **Life to Eagle Packet** covers the following topics:

- Trail to Eagle Timeline
- Special Transition Rules
- Documents/Forms you will need
- Fundraising for Eagle Scout Service Projects and Crowdfunding

- How to obtain Eagle Scout Letters of Reference
- The South Florida Council Eagle scout letter of Reference form
- Competition and submission of the Eagle Scout Rank Application

The Trail to Eagle Timeline

One aspect of achieving the rank of Eagle that is often misunderstood is the timeline that must be considered. While most Scouts and their parents/guardians are aware that the rank of Eagle Scout rank must be completed **before** the age of 18, they are often unaware of the timeline necessary for completing the ranks from First Class to Life.

To progress from the rank of First Class to Eagle the scout must complete a specified term in an approved position of responsibility in their unit, four months from First Class to Star rank, and six months from Star rank to Life, and six months from Life rank to Eagle. The scout must also complete a specified number of Eagle required merit badges and a specified number of approved community service hours to complete the Star, Life and Eagle ranks.

Venturing – The Eagle Scout rank can be earned as a Venturer. The Scout must achieve the First Class rank in a traditional troop to continue the rest of the requirements in a Venturing crew. There are Venturing leadership positions that can be used to earn the Eagle rank. The Crew Advisor should be knowledgeable about the Eagle Scout requirements.

Because volunteers have busy schedules, the Scout must allow plenty of extra time for each of these ranks to also complete their Scoutmaster Conference and Board of Review by the required dates shown.

Please contact your District Advancement Team for further information. Their contact information is listed on the council website.

Local Council Time extension request

Effective January 1, 2025, local councils will have the authority to grant limited extensions of time to complete Eagle, Quartermaster, or Summit requirements. These extensions are available only to youth members who qualify under the three tests listed in the attached advance copy of topics 9.0.4.0, 9.0.4.1, 9.0.4.2, and forms 11.2.0.0 and 11.2.1.0 from the 2025 edition of the *Guide to Advancement* (GTA), which will be published early in the year. Advance copies of these topics and forms are also published at www.scouting.org/advancement.

The three tests are laid out in topic 9.0.4.0.

The process for requesting and reviewing a time extension is outlined in topic 9.0.4.1.

An appeal process has also been established if the council denies an extension. This process is outlined in topic 9.0.4.2.

Documents and Forms you will Need

The Eagle candidate must use the up-to-date Eagle Project Workbook and Eagle Scout Rank Application. Thoroughly reading the information on these forms along with the up-to-date Guide to Advancement and Guide to Safe Scouting will help ensure a successful proposal, planning and execution of the Eagle Service Project.

Eagle Scout Service Project Workbook, No 512-927 <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/>

Important Note: When you download and start to fill out the project workbook make sure you save it to your computer by going to “save as” and giving it a name such as your name and Eagle Project workbook, for example “Greg’s Eagle Workbook.” This will ensure that your work is saved.

Eagle Scout Rank Application (ESRA), No 512-728 https://filestore.scouting.org/filestore/pdf/512-728_WB_fillable.pdf

The easiest way to complete this application is to access it via the Scout’ personal Scoutbook account. See the Eagle Scout Rank Application later in this document.

Guide to Advancement, No 33088 <https://www.scouting.org/resources/guide-to-advancement/>

Sections 8.0.3.0 address Boards of Review and Section 9 covers all aspects of the Eagle Rank.

Guide to Safe Scouting’s section of tool use <https://filestore.scouting.org/filestore/healthsafety/pdf/680-028.pdf>

Fundraising for Eagle Scout Service Projects and Crowdfunding

Fundraising is **not** a required aspect of the Eagle Scout Service Project, in fact many Eagle Scout Service Projects require minimal sums of money to successfully plan, execute and complete. If the Eagle Candidate finds that they need to raise funds for the Eagle Scout Service Project, there are several factors the candidate and their parents/guardians should consider including:

- The amount of money needed to be raised.
- Timeline for the fundraising.
- Fundraising approach (i.e. car washes, bake sales, yard sales).
- National and local Council rules regarding fundraising.

The South Florida Council allows Eagle Scout candidates to use crowd-funding sites to raise funds for the Eagle Scout Service project. **This requires prior Council written Approval.** When considering the use of crowdfunding, the scout and their parents/guardians should carefully consider the specific policies of the crowd-funding site regarding:

- The percentage of funds retained by the site.
- Additional fees such as credit card processing fees.
- Dispersal of funds if the goal is not reached or if it is exceeded.

The specific policies vary widely between the various crowd-funding sites and may change, be sure to read the fine print carefully.

For more information read the July 2014 article in Scouting Magazine:

(<http://blog.scoutingmagazine.org/2014/07/21/crowd-funding-sites-eagle-project-fundraising/>)

and the most recent Guide to Advancement section 9.0.2.10 Fundraising Issues.

(<http://www.scouting.org/Home/GuideToAdvancement/EagleScoutRank.aspx>)

The candidate must comply with all requirements for the Eagle Scout Project as stated in the most recent Guide to Advancement and Eagle Scout Project Workbook. (Both documents are available online.) The candidate may not start any fundraising, including crowd-funding online, until their project has been approved by the District Eagle Board and a Fundraising Application has been approved by the South Florida Council in writing.

How to get Fundraising Approved

An Eagle Scout Service Project Fundraising Application, which can be found in the Eagle Scout Service Project Workbook, **must** be submitted for any or all of the following situations:

- Fundraising activities conducted outside of the scouting unit or beneficiary institution.

- Fundraising activities expected to raise \$ 1000 or more.
- All crowd-funding accounts (internet-based fundraising).

Fundraising applications for activities expected to **raise up** to \$1000 may be approved by the District Advancement Chairman or their designee. Fundraising Activities expected to raise in excess of \$1000 must be approval by the Council Advancement Staff Advisor, Don Durbin (don.durbin@scouting.org)

All Fundraising via the Crowdfunding approach (GoFundMe and other sites) must be approved **before any fundraising begins** by the Council Advancement Staff Advisor, Don Durbin (don.durbin@scouting.org)

“Fundraising started prior to receiving project approval and/or fundraising application approval can have serious consequences including rejection of the project. (Guide to Advancement 9.0.2.7)

Fundraising using internet-based fundraising **MUST** be closed before the scout comes for the final Eagle Board.

Eagle Candidate References

The Eagle Scout Rank Application requires the Eagle Candidate to provide the names and contact information of 4 references. It is wise and courteous to ask these individuals if they will be willing to write a reference before listing their name on the application.

[https://www.scouting.org › uploads › 2025/02](https://www.scouting.org/uploads/2025/02)

How to obtain reference Letters

An Eagle Candidate Reference Letter form can be found in this packet.

1. Complete the Eagle Candidates Name and information.
2. Address an envelope with the address of the district Advancement Chair or Eagle Board Chair and make sure to put a postage stamp on the envelope.

Note: Verify in advance if your district requires reference letters to be returned to the district advancement Chair or Eagle Board Chair.

3. Bring the form and envelope to each of the people who have agreed to write the letters of references. Explain that they must return the letter by mail or Eagle Board Chair, not to the scout. (per Guide to Advancement section 9.0.1.7).

Completing the Eagle Scout Rank Application (ESRA)

The Draft Eagle Scout Rank Application (ESRA)

Once the Scout reaches the Life Rank and is starting to consider an Eagle Service Project, they should review a “Draft Copy” or “Unverified Copy” of their ESRA. The easiest way for the Scout to obtain a draft ESRA is to log into their personal Scoutbook account.

- Log into <http://scoutbook.com>
- Click on my dashboard
- Click on Reports then click on Eagle application

Should a Scout not have a personal Scoutbook account, their unit Key 3 (Unit Leader, Unit Committee Chairman or Chartering Organization Representative) can log into Scoutbook and obtain a draft ESRA for the Scout. See steps below:

A unit key 3 member can login to Scoutbook and obtain a draft Eagle application by:

- Log into <http://scoutbook.com>
- Click on my dashboard.
- Click on the troop.
- Click on the troop roster.
- Click on the Scout.
- Click on Reports then clicking on Eagle application.

Should the Unit Key 3 or Scout encounter problems obtaining the Draft ESRA, a request for assistance may be sent to sfc_eaglecerts@scouting.org

The Scout should **carefully** review the ESRA for accuracy. Review that the dates for rank advancement are accurate. All merit badges that have been recording on the national database should be listed. The Scout should review this listing, if the Scout believes there are merit badges missing, the Scout should bring the “blue card” or merit badge card to the Troop Advancement Chairman or Scoutmaster/Unit Leader and request assistance in getting the merit badge recorded on the national database.

Completing the Eagle Scout Rank Application (ESRA)

The Eagle Candidate **must** use only the most recent version of the ESRA. The easiest way to obtain the most recent version is for the Scout to log in to their personal Scoutbook account and go the “Report” section of their account. This is a fillable PDF that the Scout can complete and print out. Alternatively, a fillable PDF version can be found at https://filestore.scouting.org/filestore/pdf/512-728_WB_fillable.pdf. It is also allowed to be completed by hand but care should be taken that the handwriting is readable. Once the form has been filled out, the signatures of the Scoutmaster/Unit Leader and Unit Committee Chairman must be obtained.

Obtaining the Verified Copy of the Eagle Scout Rank Application (ESRA)

The ESRA should either bring the completed and signed ESRA to the Scout Florida Council and request that it be verified by the Council Registrar OR scan and email sfc_eaglecerts@scouting.org and request that it be verified. The Council does not need to see the Eagle Project notebook to verify the ESRA. The Verified ESRA will be returned via email to the Applicant. ***Please do not fax the application;*** many faxed copies are not legible and cannot be processed.

The Eagle Applicant brings the Verified ESRA along with their Eagle Project Workbook and Statement of Life Goals and Ambitions to the District Eagle Board of Review. **(Note, these materials may be requested by the District Eagle Board for review prior to the actual Eagle Board of Review. Check with your district in advance.)**

Upon successful completion of the Eagle Board of Review, the board members will sign the ESRA.

Submission of the Eagle Scout Rank Application (ESRA)

After successful completion of the Eagle Board of Review, it is the responsibility of the Eagle Applicant to submit the ESRA and Statement of Life Goals and Ambitions to the South Florida Council Office. The South Florida Council will review the application and obtain the Scout Executive signature and then forward the ESRA to the National BSA Office. It takes approximately 2 weeks for the Eagle credentials (Eagle Certificate, Eagle wallet card, Eagle Rank patch, Eagle kit, to be returned to our council.

The Eagle Scout will be called and notified that the Eagle credentials are in the office to pick up. Additional recognition items may be purchased in the Scout Shop with a copy of the Eagle Scout Certificate.

The information above is the responsibility of the Eagle Scout Applicant-and should be handled by the Eagle Scout Applicant. It is not the responsibility of the Adult Leadership in the Unit. All youth Eagle Applicant candidates should take ownership of their entire Eagle process, while still accepting the advice and mentoring from the adults working with them. If an Eagle candidate ever has a question or would like clarification if they are advised on anything contrary to the above then they may contact the Council Advancement Chairperson Sharon Fischer sfischer@aol.com.

(Print this page on reverse of all Letters of Recommendation)

Instructions to Scout: *Everyone you listed on your Eagle application in requirement #2 should write a letter of reference. These letters are confidential and should not be returned directly to you. They should be sent in a sealed envelope with your name to your District Advancement Chairperson or District Eagle Board Chairperson. Be sure to verify who in your district collects these letters.*

Instructions to Letter of Reference Writer: *This letter of reference should be based upon your personal interaction with the Eagle Scout candidate and should take into consideration your observance of how he exemplifies the points listed below in the Scout Oath and the Scout Law. If you need more space than is provided on this sheet, you may attach additional pages. **The letter should not be given to the Scout.** Please address and send your letter to the mailing address listed below:*

Name of District Advancement or Eagle Board Chairperson

c/o <Scouts Name> Letter of Reference

Address of District Advancement or Eagle Board Chairperson

Thank you for taking time to write this letter.

The Scout Oath:

On my Honor, I will do my best. To do my duty to God and my country and to obey the Scout Law;
To help other people at all times; To keep myself physically strong, mentally awake, and morally straight.

The Scout Law: (A Scout is....)

TRUSTWORTHY A Scout tells the truth and keeps their promises. Honesty is a part of the code of conduct. People can always depend on them.

LOYAL A Scout is true to their family, friends, Scout leaders, school, nation, and world community.

HELPFUL A Scout is concerned about other people. They willingly volunteer to help others without expecting payment or reward.

FRIENDLY A Scout is a friend to all. They seek to understand others. They respect those with ideas and customs that are different from their own.

COURTEOUS A Scout is polite to everyone regardless of age or position. They know that good manners make it easier for people to get along together.

KIND A Scout understands there is strength in being gentle. They treat others as they want to be treated. They do not harm or kill anything without reason.

OBEDIENT A Scout follows the rules of their family school, and troop. They obey the laws of their community and country. If they think these rules and laws are unfair, they try to have them changed in an orderly manner rather than disobey them.

CHEERFUL A Scout looks for the bright side of life. They cheerfully do tasks that come his way. They try to make others happy.

THRIFTY A Scout works to pay their way and to help others. They save for the future. They protect and conserves natural resources. They carefully use time and property.

BRAVE A Scout can face danger even if they are afraid. They have the courage to stand for what they think is right even if others laugh or threaten them.

CLEAN A Scout keeps their body and mind fit and clean. They go around with those who believe in living by these same ideals. They help keep their home and community clean.

REVERENT A Scout is reverent toward God. They are faithful in their religious duties and respect the beliefs of others.

[www.scouting.org/wp\[content/uploads/2025/02/eagle-refernces-pre-and-](http://www.scouting.org/wp[content/uploads/2025/02/eagle-refernces-pre-and-)