**Pine Tree District Eagle Board Contact Information**

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The Crow Wing County Attorney’s Office is located on the third floor of the Judicial Center.

**Eagle Scout Rank Requirements/Application Process**

1. **Be active in your troop for at least six months as a Life Scout.**

To determine whether this requirement has been met, please see the *Guide to Advancement*, section 4.2.3.1. There are three sequential tests. First, you must be registered with your unit and have indicated in some way, through word or action, that you consider yourself a member. Second, you must be in good standing. A Scout is considered to be in “good standing” with his unit as long as he has not been dismissed for disciplinary reasons. Third, you must meet your unit’s reasonable expectations as to a level of activity. If you have not met those expectations, then you must offer an acceptable explanation as to your lesser level of activity.

1. **As a Life Scout, demonstrate Scout Spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God, how you have lived the Scout Oath and Scout Law in your everyday life, and how your understanding of the Scout Oath and Scout Law will guide your life in the future. List on your Eagle Scout Rank Application the names of individuals who know you personally and would be willing to provide a recommendation on your behalf, including parent(s)/guardian(s), religious, educational, employer (if any), and at least two other references.**

To determine whether this requirement has been met, please see the *Guide to Advancement*, section 4.2.3.2. You should be able to explain what Scout spirit and living the Scout Oath and Scout Law mean to you. You also should be able to demonstrate and give examples of how you incorporate the principles of the Scout Oath and Law in your daily life at home, at school, at work, in your religious life, and in your neighborhood.

The Eagle Scout Rank Application contemplates at least five references, six if you are employed. Their recommendations must be in writing. Although no particular form is required, the board can provide you with a form they can use. Your references may submit their written recommendations directly to the board, or they may place them in a sealed envelope marked “Eagle Board of Review” and then give them back to you or to a designated person in your troop so that you can submit them with your application.

1. **Earn a total of 21 merit badges, including 13 required merit badges.**

You must list on your application the month, day, and year each merit badge was earned.

The 13 required merit badges are:

1. First Aid
2. Citizenship in the Community
3. Citizenship in the Nation
4. Citizenship in the World
5. Communication
6. Cooking
7. Personal Fitness
8. Emergency Preparedness **OR** Lifesaving
9. Environmental Science **OR** Sustainability
10. Personal Management
11. Swimming **OR** Hiking, **OR** Cycling
12. Camping
13. Family Life
14. **While a Life Scout, serve actively in your unit for a period of six months in one or more designated positions of responsibility. List only those positions served after the date of your Life Scout board of review.**

To determine whether this requirement has been met, please see the *Guide to Advancement*, section 4.2.3.4. Holding a position and doing nothing, producing no results, is unacceptable. Some degree of responsibility must be practiced, taken, or accepted.

The positions of responsibility are patrol leader, assistant senior patrol leader (ASPL), senior patrol leader (SPL), Venture patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, webmaster, or outdoor ethics guide (Leave No Trace trainer).

1. **While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the** [***Eagle Scout Service Project Workbook,* BSA publication No. 512-927**](http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/resources.aspx)**, in meeting this requirement.**

To learn more about the Eagle Scout service project, please see the *Guide to Advancement*, sections 9.0.2.0 through 9.0.2.16.

The “Eagle Scout Service Project Workbook” is available on the Boy Scouts of America and the Central Minnesota Council websites. There are four parts to the Eagle Scout Service Project Workbook:

* Eagle Scout Service Project Proposal – prepared by you and signed by you, your unit leader, your unit committee, the beneficiary, and the Eagle Board. Please note that we currently do no utilize a designated Project Coach. Also please remember that the “Eagle Scout Service Project Proposal” must be approved by your unit leader, your unit committee, the beneficiary of your project, and the Eagle Board BEFORE you start your project. The Pine Tree District Eagle Board typically reviews Eagle Scout service project proposals on Mondays at 5:15 p.m. at Habitat for Humanity, 1110 Wright Street, in Brainerd (across the street from the National Guard Armory). You should submit your proposal to the chair of the Eagle Board and allow at least two weeks for the necessary arrangements to be made for the board to review your proposal with you. You must be present when your proposal is reviewed.
* Eagle Scout Service Project Plan – prepared by you and necessary to show planning and development. No signatures required unless you are making a fundraising application.
* Eagle Scout Service Project Fundraising Application – This application is NOT necessary for contributions from you, your parents or relatives, your troop or chartered organization, parents or members in your unit, or the beneficiary.
* Eagle Scout Service Project Report – prepared by you and signed by you, your unit leader, and the beneficiary. The Eagle Board does not sign the Eagle Scout Service Project Report. Pictures of all phases of your project are STRONGLY recommended.

1. **While a Life Scout, participate in a Scoutmaster conference.**

Consider using the Scoutmaster conference as an opportunity to make sure your Eagle Scout Rank Application is complete. Is the application filled out correctly and completely? Are all the dates correct? Have you listed all the required references? Have all the reference letters been submitted to the chair of the Eagle Board or returned to you or your troop? Is the Eagle Scout Service Project Workbook filled out correctly and completely? Have you prepared a statement of your ambitions and life purpose and a listing of positions held and honors and awards received in other organizations where you’ve demonstrated leadership skills?

1. **Successfully complete an Eagle Scout board of review. In preparation for your board of review, prepare and attach to your Eagle Scout Rank Application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills. Include honors and awards received during this service.**

The Pine Tree District Eagle Board typically conducts Eagle Scout boards of review on Mondays at 5:45 p.m. at Habitat for Humanity, 1110 Wright Street, in Brainerd (across the street from the National Guard Armory). Three to six people will conduct the review, and it will take approximately 30-45 minutes.

Before you can receive a board of review, you must first complete an “[Eagle Scout Rank Application](http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf).” This application is available on the Boy Scouts of America and Central Minnesota Council websites. Please note that you, your unit leader, and your unit committee chair must sign your application after you have completed all of the requirements for the Eagle Scout rank.

The completed and signed application should then be submitted to the chair of the Eagle Board along with your entire Eagle Scout Service Project Workbook; your sealed reference letters (if not already submitted directly to the chair of the Eagle Board); your statement of ambitions and life purpose; and a listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills. The chair of the Eagle Board will then forward your application to the Council Service Center for verification. After the council certifies the application as accurate, the chair of the Eagle Board will contact you to schedule your Eagle Scout board of review.

In order to allow sufficient time to verify your application and make the necessary arrangements to conduct the board of review, you should allow at least three weeks from the time you submit your application and other documents to the chair of the Eagle Board to the time of your board of review. Your Scoutmaster may sit in on the board of review but does not participate in it. In almost all cases, your parent(s) may neither sit in on the board of review nor participate in it.

An Eagle Scout board of review may occur, without special approval, within three months after your 18th birthday. The council must preapprove a board of review held three to six months after your 18th birthday. To initiate approval, you, your parent or guardian, your unit leader, or a unit committee member must attach to your application a statement explaining the delay.

If you believe you have completed all requirements for the Eagle Scout rank but are denied a board of review, you may request a board of review under disputed circumstances in accordance with the *Guide to Advancement*, section 8.0.3.2.

If the Eagle Board does not approve your advancement, the decision may be appealed in accordance with the *Guide to Advancement*, section 8.0.4.0.