

Guidelines for Eagle Scout Candidates - Effective October 1, 2026
Eagle Scout Rank Application and Eagle Scout Board of Review

Scouts: When you have completed all of the requirements for the rank of Eagle Scout, and have them signed off by a unit leader (entered into Scoutbook Plus), use the following steps to fill out your Eagle Scout Rank Application and schedule an Eagle Scout Board of Review.

1. Obtain by email from your unit leader:

- A copy of your Eagle Scout Rank Application (obtained from Scoutbook-Plus).
- Save the Eagle Scout Rank Application to your computer using the following format: Last name, First name, Troop, District. (Example: Doe, Joe, T989, Foothills).

2. At the same time, go to your district website (<https://www.sdicscouting.org/leading-scouts>) to obtain the name and contact information of your District Eagle Board of Review Chair (EBOR). Send an email to your District EBOR Chair (**copy a parent/guardian or SM**) to request instructions on how to submit your Eagle Scout reference letters. **COPY A PARENT/GUARDIAN OR SCOUTMASTER IN ALL CORRESPONDENCE WITH OTHER ADULTS.**

3. Request your Eagle Scout reference letters. Give the letter-writers instructions on how to submit the reference letters. For convenience, your references may use a fillable pdf form: <https://tinyurl.com/2hnbbt8x>. (THE FORM MAY BE EMAILED TO YOUR REFERENCES, BUT THE LETTERS MUST BE SUBMITTED DIRECTLY TO YOUR EBOR CHAIR). **COPY A PARENT/GUARDIAN OR SCOUTMASTER IN ALL CORRESPONDENCE WITH OTHER ADULTS.**

4. Complete your Eagle Scout Rank Application: Type in the sections not already filled in. Handwritten copies will not be accepted.

- Requirement #2: List four names and contact information of individuals who know you personally and would be willing to write a recommendation (ASMs, teachers, employers, coaches, neighbors, etc.). Parents and other relatives are strongly discouraged from serving as references. The current unit leader and committee chair are not eligible to serve as references; their signature on the application is their endorsement.
- Requirement #4: Check that your Life Rank Position of Responsibility is recorded correctly (after the date you earned Life rank for a minimum of 6 months). If this section is not correct, your unit leader is the only one who can correct it. Ask them to update your records and send you an updated Eagle Rank Application.
- Requirement #5: Enter your project name, date and hours. Be sure to include your planning hours in the grand total number of hours.
- Requirement #6: The date of unit leader conference must be after you earned the rank of Life Scout. The unit leader conference may occur anytime during your Life rank. It does not have to be the last event before Eagle.
- CERTIFICATION BY APPLICANT: In a separate document, prepare a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or others. Include honors and awards earned in Scouting and in other activities. Sign and date your statement.
- Sign and date the Eagle Scout Rank Application form. Print out the form.
- Obtain signatures from your unit leader and unit committee chair.
- Do not write below the unit signature line.

5. Scan your completed Eagle Scout Rank Application and save it as a pdf. Email the resulting pdf to your District EBOR Chair AND to the council office at: sdiceagleapplication@scouting.org. Add your name and district to the 'subject' line of your email. In the body of your email, add a note with your name to indicate the reason for your email. This will prevent your email from going to SPAM. **Handwritten and Photo copies of the Eagle Rank Application will not be accepted.**

6. When the EBOR Chair receives your verified Eagle Scout Rank Application from council, they will send you further instructions, including how to schedule your Eagle BOR, and how to submit your Eagle Project Workbook and Statement of Life Ambition. **This may take a few weeks.**