



## How to Submit An Eagle Scout Application to Mayflower Council

It is recommended that an applicant use this instruction document as a personal checklist to ensure that their application for advancement to the rank of Eagle Scout has been properly submitted to Mayflower Council for processing.

- Prepare an Eagle Scout Rank Application Form:** Complete an Eagle Scout Rank Application Form per the instructions provided in the document entitled *“How to Complete Your Eagle Scout Application Form”*. This document is available online at the Mayflower Council website ([www.mayflowerbsa.org](http://www.mayflowerbsa.org)) under <Programs> then <Advancement>.
- Scan the Completed Form:** Scan the completed Eagle Scout Rank Application Form to create a pdf file.
- Electronically Submit the Completed Form:** Submit the pdf scan of the completed Eagle Scout Rank Application Form to [eaglescoutapplicationsubmission@mayflowerbsa.org](mailto:eaglescoutapplicationsubmission@mayflowerbsa.org). You will receive an email confirmation of its receipt.
- Provide Eagle Project Data:** From the Mayflower Council website ([www.mayflowerbsa.org](http://www.mayflowerbsa.org)) under <Programs> then <Advancement>, click on the link entitled *“To Submit Project Data”* and enter the requested information concerning the Eagle Scout Service Project.
- Eagle Application Binder for the Board of Review:** Assemble for the board of review the following materials in the order listed below. Use of a three-ring binder for the packaging of these materials is recommended.
- Statement of Ambitions** – This is the statement of ambitions and life purpose you prepared as specified on the second page of the Eagle Scout Rank Application Form. For further guidance, see Mayflower Council’s guidance document entitled *“How to Complete Your Eagle Scout Application Form”*.
- Eagle Scout Service Project Workbook** – containing all signatures and including all sections:
  - Contact Information – Proposal page B;
  - Eagle Scout Service Project Proposal – pages C through E, as signed by the District advancement chair, and a copy of any email or other written correspondence exchanged between the District advancement chair and the applicant during the proposal review and approval process;
  - Fundraising Application (if applicable) – page A;
  - Eagle Scout Service Project Final Plan – cover and pages A through E; and

- Eagle Scout Service Project Report – cover and pages A through C.

The Workbook should include everything that is applicable to the project, including any photographs, diagrams, maps, data, etc. that will assist the Eagle Scout rank board of review panel in understanding/visualizing the project. Make sure you, the project beneficiary, and the Unit leader have signed the Project Report, as required on Project Report page C.

- Submit the Completed Eagle Application Binder:** Submit the Eagle application binder per the following District-specific procedures.

If the Scout's Unit is in the Powder Keg, Cannon, or JP Becker Districts, the Scout must provide the Eagle application binder to his Unit advancement administrator. The Unit's adult representative on the Eagle board of review panel will bring this, along with all letters of recommendation received, to the Scout's Eagle Scout rank board of review.

If the Scout's Unit is in the Cranberry Harbors, Seven Rivers or Squanto Districts, the Scout must provide the Eagle application binder to a member of the District advancement team - at either the monthly Roundtable meeting or at the monthly night of advancement - for review prior to scheduling the Eagle Scout rank board of review. The letters of recommendation can either be delivered with the binder or can be presented at the night of the board of review.