

Life-to-Eagle Instructions

Summary: The purpose of this document is to explain the procedure the Council will now follow when a Life Scout pursues his Eagle Scout Award. The procedure simplifies prior Northeast Illinois Council procedures and will make it easier for the Scout to address various administrative procedures involved in complying with various requirements.

Basic requirements for eligibility to prepare for an Eagle Scout Board of Review. The following requirements must be completed before a Scout is permitted to schedule his Eagle Scout Board of Review:

1. Complete 21 merit badges, including those required by the BSA. The latter are set forth in the Boy Scout Handbook.
2. Complete his Eagle Scout Leadership Service Project and prepare a report to present to the Board of Review.
3. Complete his Scoutmaster's Conference and obtains the Scoutmaster's signature.
4. Hold a Position of Responsibility as a Life Scout for a minimum of 6 months.
5. All requirements must be completed before the Scout's 18th birthday.

Eagle Scout Application: Any time after completing his Life Scout Board of Review, a Scout may request his Person Profile from the Northeast Illinois Council by filling out the Person Profile Request form found at neic.org/eagles.

The Application is a fillable PDF file and may be found at http://www.scouting.org/filestore/pdf/512-728_WB_Fillable.pdf

With your Person Profile, fill in the Application with all of the correct information. If any of the information on the Person Profile is incorrect, the scout should notify his advancement chairperson and ask them to make the appropriate changes in Internet Advancement. After all of the requirements are completed and the application is filled out completely and the required signatures are affixed, *you will be required to present it, properly signed, to the Council Office for certification and signatures prior to your Board of Review.*

After your application, has been verified by the NEIC office, you will be given directions to contact a member of the District Advancement Committee to schedule your Board of Review.

Eagle Scout Leadership Service Project: The Scout must obtain several approval signatures for his proposed Eagle Scout Leadership Service Project before presenting the project to the District Advancement Committee for final approval.

Scheduling Service Project Proposal Reviews:

North Star:

Dan Leslie – danjleslie@hotmail.com

Aptakisic:

Aptakisic Eagles – aptakisic.eagles@gmail.com

Potawatomi:

Tom Handler – neortt200@aol.com

Mike Schaeffer – mike.schaeffer@cushwake.com

Mike Hogan – mhogan3995@aol.com

All approval signatures must be entered into the Eagle Scout Leadership Service Project Workbook. The project may not start until all approval signatures have been secured. These include approvals from:
A representative of the institution, school or community group benefiting from the project

1. His Scoutmaster, Varsity Coach or Crew Advisor
2. The Chairman of the Unit Committee
3. The District Advancement Committee. NOTE: The District Advancement Committee will not review a project proposal unless all of the approval signatures set forth in 1-3 above appear in the Project Workbook.

Letters of Recommendation: Following are guidelines governing letters of recommendation attesting to the Scout's fitness to become an Eagle Scout:

How many letters of recommendation are needed? While there is no required number of letters, it is good to ask four (4) of them to provide a letter of reference.

What should a letter of recommendation say? When you ask someone to write a letter of recommendation, provide them with a copy of the [Eagle Rec Letter](#) located on the Eagle Page. It will help them when identifying "qualifications of the Scout that would make him a successful candidate".

To whom should the reference letter be sent? Please make sure that your troop number and name are on the bottom left corner of the envelope.

Letters for Potawatomi and North Star Districts: Provide each reference with a pre-addressed envelope (provided by the Advancement Committee). Explain that the letter of recommendation must be mailed in the pre-addressed envelope directly to the name on the envelope.

Letters for the Aptakistic District: Provide each reference with the email address of aptakistic.eagles@gmail.com. Explain that the letter of recommendation must be emailed directly to the Aptakistic District. *Do not copy the scout on the recommendation email.*

If they wish, scouts may check with the District Advancement Committee to determine how many letters of recommendation have been received.

If you have questions, contact Zach Norton at zach.norton@scouting.org or 847-748-9174.