

Spirit Lake District
Step-by-step Process for Eagle Scout Service Project Approval
Eagle Scout Application Forms, and Eagle Scout Boards of Review

Step 1

After earning Life Rank download the Eagle Scout Service Project Workbook, and Eagle Application form at <https://www.cpcbsa.org/spiritlake-EagleProcess>. Note: Only the current official project workbook may be used. **No substitutions will be accepted.**

Step 2

Meet with your troop Eagle Mentor. Your mentor will assist you through the Eagle Scout process.

Step 3

Select your Eagle Scout Service Project. It must serve the community, government, church or a non-profit organization. It may not serve the BSA, or be routine labor, or be a fundraiser. Hints: pick something that you really care about or have a passion for. Identify a problem or challenge that your project helps to solve.

Step 4

Before beginning your Eagle Scout Service Project obtain all the required approval signatures (Scoutmaster, unit Committee Chairperson, project beneficiary, and district approval signature. **Do not start your project** until the project has been approved by one of the Spirit Lake District project approval specialists:

- Rhea Heaton, 360-574-7673, rrrheaton2@msn.com
- Jon Holtz, 360-921-4418, holtzje52@comcast.net
- Terry Ogle, 360-695-5124, terryogle46@gmail.com
- Julie J. Pond, 360-573-2401, juliejpond@msn.com
- Mike Riley, 360-901-4124, smriley2007@msn.com

Note: Please contact and set an appointment with one approval specialist, allow ½ hour for the meeting.

Step 5

Complete your service project as approved and obtain project completion signatures from your unit and the benefiting organization **before your 18th birthday**. All Eagle requirements including the Scoutmaster's conference must be complete **before your 18th birthday**.

Step 6

Please contact one of our Eagle paperwork review specialists to submit your completed **project workbook**, **Eagle Scout application form** and your written **Requirement #6** statement. At this appointment, you and your parent(s) will receive an initial review of your application, project workbook and a preview of the Eagle Scout Board of Review process. Please allow at least one hour for the review meeting.

- Jay Burke 360-619-2788 jburke114@comcast.net
- Alan Davison 360-696-9387 scouter68@gmail.com
- Greg Davis 360-566-3939 gdavistroop310@gmail.com
- Dave Rippentrop 360-624-0459 david.rippentrop@troop-14.org

Note: The specialist will submit your application form to the Cascade Pacific Council office for final advancement records check and authorization.

Step 7

Complete Step 7 at least one month before your Eagle Scout Board of Review.

Download and print (5) reference letter forms from the "Reference Letter Template" link at <https://www.cpcbsa.org/spiritlake-EagleProcess>. (Print 6 forms if you have an employer reference.) Request a reference letter from each of the reference individuals you list on the application form. Please provide each one a copy of the reference form and a stamped, pre-addressed envelope.

Address the envelopes to **Julie J. Pond, 10112 NE 51st Avenue, Vancouver, WA 98686.**

Note: These reference letters are confidential; for the eyes of the Eagle Board Review members only.

The Eagle Scout Candidate is not to collect or read the reference letters. Thank you.

Step 8

After the council has validated your application and any noted discrepancies are corrected, Julie Pond, District Eagle Board of Review Coordinator, will contact you and schedule your Board of Review.

Questions about Boy Scout Advancement? Contact Julie Pond, Spirit Lake District Advancement Chair, H: 360-573-2401, M: 360-936-7570, juliejpond@msn.com

Note: 2-DEEP LEADERSHIP is required for all meetings, counseling sessions, email and text messaging.