A good resource is pacifica.ocbsa.org, then look on the "Eagles Nest" tab. That's our local district's Eagle process page. Sometimes info changes and web site will be more up to date.

1. Download 3 forms from the website above. These are computer editable and should be typed if at all possible. We can help with this if needed.
   1. Eagle Application. The 2014 printing is the latest.
   2. Eagle Service Project Workbook. The 2014 printing is the latest.
   3. Letters of Recommendation (Get multiple copies to send out.)
2. Contact Dani DeGrood, our advancement chair, and get a copy of your Scout advancement record from the national data base. You need to check it to make sure all your advancement is recorded on it. (If there's a problem we'll work it -- we occasionally find something hasn't been recorded at the Scout House, so we fix the record.)
3. Dig up your Scout book and your advancement cards.
4. Using the information in your book and the advancement record you can start filling in the Eagle application. To complete it, you're going to need several things
   1. Letters of recommendation. **(Start this as soon as you earn Life Scout. The District will begin a file for you as soon as they come in.)** You'll need at least 5, on a specific form. If you don't have a religious leader you'll need to write a statement of personal belief. (see below) You'll give the letters to the folks who you want to write them, and then the letters get sent to Jeff Campana (see below) (You need to use the district form for the letters of recommendation)
   2. Your Eagle Project Workbook filled out and signed off.
      1. You will need a District Service Project Advisor **BEFORE** starting your project
      2. Fill out the form as much as possible, have it checked by the troop leadership and make sure it’s signed off by the sponsor. (Make sure it’s the correct version)
      3. To obtain an Eagle Scout Service Project advisor, please e-mail Mr. Bower (papabear101@verizon.net) the following information.
         1. Your name, age, troop # and a description of his project.
         2. Then call Mr. Bower at 714-842-3750 to be assigned an advisor. Please wait a day before calling so Mr. Bower has time to read over the project description.
         3. The advisor that the scout is assigned to will review the project and help finalize the paperwork before the scout begins his project.
   3. A statement of life ambitions (see second page of application) which is like 1 page, double spaced, about you want to accomplish in life
   4. A listing of your leadership skills (This is your "brag book" and has your honors, awards, leadership positions, etc. Doesn't have to be just a listing, but things like pictures of you in school activities, being on the honor roll, etc. Typically a Scout does a 3-ring binder of pictures, certificates, school letters, etc.
   5. A statement of personal religious beliefs (if you didn't have a religious leader do one of the references). This is like half a page, double spaced.
5. You'll need a Scoutmaster conference from Bill Henke and a signature from the Committee Char (Wally McClure).
6. Once you've got this all together, (or at least 30 days before your 18th birthday if you haven’t finished your requirements yet) you need to get the District to accept it.
   1. **Have Troop leadership review the Eagle applications before signing them.** The district sends back nearly half of the Scouts due to incomplete or inaccurate information. This creates a lot of extra work for them. We don’t want our troop to be in that group
   2. Call Jeff Campana (Pacifica District Eagle Process Chair, 949-302-1050) or Frank Wilson (714-421-8861). This is common courtesy, and helps ensure that they have an adult who can meet with you when you are ready. A common District complaint is that paperwork arrives too late. **(Pre-coordination is essential if you’re running late!)** They will assign the Scout to an Eagle advancement team, who will meet with the Scout and review his application. They'll check the paperwork over (so go in uniform....) and accept it for the district. Then when the letters come in, they'll schedule the real Eagle Board of Review.
   3. Once they've accepted the paperwork the clock stops. The actual Board of review can take several weeks to 3 months to schedule but does not need to be before your 18th birthday.

Note on letters of recommendation:

It’s a good idea to hand them out with a stamped addressed envelope.

Mailing Address for Eagle reference letters:

Mr. Jeff Campana

19502 Ranch Lane #107

Huntington Beach, CA 92648

Hint: Remember everyone involved in this are volunteers, and they have day jobs too. The usual polite and courteous goes far with these guys who sometimes get Scouts and Parents who come screaming in a total panic at the last minute.

Hint: Scoutmaster Hencke or ASMs can provide review and comments on your statement of life ambitions. Type it out. Roughly a page double spaced is what you need about what you want to do in life and accomplish, and how scouting has helped in this is what they're looking for. Treat it like a class paper and you'll do fine.

Hint: We can also provide review and comments on your statement of religious beliefs too, if you need to do one.

Hint: Once all the paperwork is turned in, it’s a good idea to have a Mock Eagle board from the Troop.

Hint: Jeff Campana suggests that scouts who have earned Life should work on getting their letters of Recommendation in early. When he starts receiving letters for a scout, he makes a folder for them and he keeps the folder & puts stuff in it when stuff comes in. So even if a scout has letters sitting there for a few years, he has them.

**Be realistic in your expectations.** In normal times, it takes about four weeks to process the application at Orange County Council, collect the appraisal letters, schedule board members, and reserve a room. In busy times, it can take over six weeks.

A final word on college applications. Every year there are Scouts who turn in their Eagle applications at the last minute and expect to have their district board in time for the November 30 UC/Cal State application deadline. We can’t skip people to the head of the line simply because they procrastinated. A Scout can always include this wording on his college application.

*‘I have completed all requirements for the Eagle Scout award and am awaiting my district board of review.’* Jeff Campana has spoken to college admissions counselors and they treat this the same as if the Scout has already finished his Eagle.