



How to Submit an Eagle Scout Rank Application to Mayflower Council

It is highly recommended that the 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) under <Programs> then <Advancement>.
- Scan the Completed Form:** Scan both sides of the completed Eagle Scout Rank Application Form to create a pdf file.
- Electronically Submit the Completed Form:** Submit the scan of the completed Eagle Scout Rank Application Form to eaglescoutapplicationsubmission@mayflowerbsa.org. Email a copy to the District Advancement team at the Email address listed for your District: Cranberry Harbors District – David Winters at davidwwin@comcast.net; Headwaters District – Brad Saunders at dpluseman@gmail.com; Metacomet District - Joyce Jordan at jamier1110@verizon.net ; Post Road District – John Fortini at john.fortini@scouting.org; Sachem District – Mark Jennings at msjennings1959@gmail.com. You will receive an email confirmation from Mayflower Council of its receipt. You will be contacted by the District Advancement team to schedule your Eagle Scout Rank Board of Review after the Application dates and information has been certified by the Council office.
- Provide Eagle Project Data:** From the Mayflower Council website (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. NOTE: This information is optional but it is used by National to show the amount of work Scouting is giving back to the community
- Eagle Application Binder for the Board of Review:** It is strongly suggested that all the Eagle Rank information be assembled into a three-ring binder to keep it orderly and neat. Assemble the following materials in the order listed below.
- 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 and include any photographs, diagrams, maps, data, etc. that will assist the District 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: You will be contacted by a member of the District Advancement team to schedule your Eagle Scout Rank Board of Review. You will either be directed to deliver the Eagle Scout Binder to a member of the District Advancement Team in advance of the scheduled date for your Board of Review or to provide it to your Unit Advancement coordinator to hold until they will present it when you arrive at your 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.