West Wind District Eagle Scout Procedures

Communication

Eagle Proposals: wweagleproposals@gmail.com

Advancement and Eagle Rank Applications: wwadvancementchair@gmail.com
Please subscribe to and read the [Spirit of Adventure Council Newsletter](#). This is the resource for late breaking news.

Life-to-Eagle Scout Training Sessions

Contact West Wind Advancement at wwadvancementchair@gmail.com to receive a PDF of the current Life to Eagle Scout training session. We are always happy to run a Seminar for groups of Scouts that request it.

Eagle Boards of Review

We have moved back to In-Person Boards of Review for Eagle Scouts.

The Virtual Boards of Review are reserved for Scouts who really need them.

These are held on the third Thursday of each month, except where noted. Please see the [Spirit of Adventure Council Calendar](#).

These are scheduled on a first come first served basis.

Guide to Advancement.

We use the latest [Guide to Advancement (2025)](#)

Eagle Scout Project Proposals

The Form

1. Please use the [February 2023 (2023a)](#) version of the Eagle Scout Project Workbook.
2. The Workbook is labeled "Eagle Scout Service Project Workbook No. 2023a February 2023" on the bottom of page 1.

3. It is recommended that you use the free [Adobe Acrobat Reader](#) to complete the BSA PDF forms. We have encountered many examples of corrupted forms when using other editors. If the Workbook is corrupt then we will return it for update and review.
4. You must enter information into all of the Contact form fields.
5. When completing the Contact form, please complete the following by contacting wwadvancementchair@gmail.com for this information.
    a. Your Council Service Center
    b. Council or District Project Approval Representative.
6. When completing the Contact form, please append the BSA ID to the coaches name. e.g. Coach Name (BSA ID: 123456789).

The Process

1. Any Eagle Project Proposals that have been approved and signed by the Scout, Beneficiary, Unit Leader and the Committee Chair are ready to be reviewed by the District Advancement Committee.
2. Please ensure that each person on the Proposal and Fundraising signature pages have printed their name, added a date and signed in their boxes.
3. To submit an Eagle Project Proposal the Candidate must provide the following:
    a. Attach the full 32 page original, not scanned, Eagle Scout Project Workbook PDF.
    b. Attach a clear black and white scan of the Workbook Proposal signature page.
    c. Attach a clear black and white scan of the Workbook Fundraising Application signature page.
    d. These signature pages must match your Eagle Scout Service Project Workbook.
    e. A single PDF of pictures or diagrams of your project idea.
        i. Compress the pictures to reduce the file size to less than 10 MB.
        ii. We do not accept ZIP files for security purposes.
    f. DO NOT combine these documents into a single PDF as they have to be split apart.
    g. DO NOT send linked files. We only accept attachments.
4. Email the Eagle Project Proposal to wweagleproposals@gmail.com.
5. When addressing your email please introduce yourself and declare which Troop that you are from.

Eagle Scout Rank Application

The Form

1. Please use the [January 2025](#) version of the Eagle Scout Project Workbook.
2. The Application is labeled "512-728 January 2025 Revision" on the bottom of page 2.
3. It is recommended that you use the free [Adobe Acrobat Reader](#) to complete the BSA PDF forms. We have encountered many examples of corrupted forms when using other editors. If the Workbook is corrupt then we will return it for update and review.
4. Scouts applying for Eagle Rank must use the application labeled "512-728 January 2025 Revision" on the bottom of page 2. The latest Eagle Rank application can be found here
5. Please note that this can be printed out using ScoutBook with many fields automatically populated.

The Process

1. To submit an Eagle Rank Application the Candidate must create a package of documents.
2. All these documents must be a PDF.
3. Name these documents with proper names.
   a. i.e. "Eagle Scout Rank Application.John Smith.pdf"
4. Do not use electronic signatures. We only accept wet signatures.
5. DO NOT combine these documents into a single PDF as they have to be split apart.
6. DO NOT send linked files. We only accept attachments.
7. Email the Eagle Rank Application to wwadvancementchair@gmail.com. When addressing your email please introduce yourself and state which Troop you are from.
8. Once the application has been submitted and accepted as complete, the Advancement Committee will verify the application with Council, solicit references for the Scout, and notify the Troop and Scout when a Board of Review can be scheduled.
9. DO NOT solicit letters of recommendation, that is the purview of the Advancement Committee. If you want people to submit letters then add their names to the Eagle Rank Application.

The Package

1. Attach the full 2 page original, not scanned, Eagle Scout Rank Application PDF.
   a. This can be printed using Scoutbook.
2. Attach a clear black and white scan of the Application signature page.
3. Attach the full 32 page original, not scanned, Eagle Scout Project Workbook PDF.
4. Attach a clear black and white scan of the Workbook Proposal signature page.
5. Attach a clear black and white scan of the Workbook Fundraising Application signature page.
6. Attach a clear black and white scan of the Workbook Report signature page.
7. Attach a Statement of Achievements and Life's ambitions.
8. Attach a listing of non-Scouting leadership positions.
9. Attach the Individual Advancement Record report.
   a. This can be printed using Scoutbook
10. Attach diagrams, pictures, sketches that apply to your project, into a single PDF document (<= 10MB)
   a. We do not accept ZIP files for security purposes.

Checklist

These are worth repeating

1. Please use the free [Adobe Acrobat Reader](). The Scout is free to use any product, but if we cannot read or print the documents then we will send them back.
2. We expect all files to be PDFs.
3. We expect all files to be attachments. not links.
4. Is the Scout legal name exactly the same between the Application and Workbook. Please note that there are many places where the Scout Legal Name appears.
5. Is the Title of the Eagle Scout Project exactly the same between the Application and Workbook.
6. Is the total of project hours exactly the same between the Application and Workbook.
7. Do the scanned signature pages (Proposal, Fundraising, Report, Application) match the original documents.
8. Ensure that the scanned documents are black/white with a white background. We have received pink, green, purple, gray and just plain unusable.
9. No electronic signatures. We do show compassion for when people are travelling. But a Scout should not sign their own documents with an electronic signature.
10. The Application asks for the full Name, Telephone number, Address etc for each reference. They are often missed.

11. A Scoutmaster cannot be a reference.
12. A Committee Chair cannot be a reference.