

COMPLETED EAGLE SCOUT APPLICATION CHECKLIST
(For Board of Review)

Updated: 01/15/18

Scout SM

(Please check the box once you know that an item has been addressed.)

1. **BINDER**
(May be same binder used for Project Proposal.)
 - All items in 3-ring binder with clear pocket on front.
 - All manufacturer's stickers/labels removed from binder.
 - Eagle candidate's name printed on insert in clear pocket on front of binder. (Graphics / pictures on insert optional.)
 - First page inside binder - Eagle candidate's name and project name.
 - All items in order in binder in order (below) per this checklist.

2. **EAGLE SCOUT SERVICE PROJECT PROPOSAL**
Include your original "Eagle Scout Service Project Proposal" (title page with your full legal name/the name of your project and Proposal Pages A through E, as noted below) from the official *Eagle Scout Service Project Workbook*, (No. 512-927), as produced by the Boy Scouts of America, and any photos or information accompanying the proposal. All information shall be **typed** and legible **IN THE FOLLOWING ORDER**:
 - Eagle Scout Service Project Proposal – **Page A** – Cover sheet.
 - Eagle Scout Service Project Proposal – **Page B** – Contact Information.
 - Eagle Scout Service Project Proposal – **Page C** – Project Description and Benefit.
 - Eagle Scout Service Project Proposal – **Page D & E** – Tools, Other Needs, Logistics, Safety Issues ... etc.
(Make sure that Safety Issues are adequately addressed – this is a common source of rejection of project proposals)
 - Eagle Scout Service Project Proposal – **Page E** – **Approvals**.
(Make sure that the following four (4) signatures are included:)
 - Eagle Candidate (you)
 - Unit Leader
 - Unit Committee
 - Beneficiary

3. **EAGLE SCOUT SERVICE PROJECT FUNDRAISING APPLICATION**
Include your original completed and signed "Eagle Scout Service Project Fundraising Application," if applicable, (Fundraising Application Page A) from the official *Eagle Scout Service Project Workbook*, (No. 512-927), as produced by the Boy Scouts of America. All information shall be **typed** and legible.
 - Eagle Scout Service Project Fundraising Application – **Page A**
(Make sure that the following three (3) signatures are included:)
 - Beneficiary
 - Unit Leader
 - Authorized Council Approval (Scout Executive – Paul Knox)

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4. **EAGLE SCOUT SERVICE PROJECT PLAN**
Include your completed and signed original “*Eagle Scout Service Project Plan*” (title page with your name/project name/project start date/project completion date and Project Report Pages A through E) from the official *Eagle Scout Service Project Workbook*, No. 512-927.
- Eagle Scout Service Project Plan – **Cover sheet**
 - Eagle Scout Service Project Plan – **Page A** – Comments From Your Proposal Review, etc.
 - Eagle Scout Service Project Plan – **Page B** – Work Processes, etc.
 - Eagle Scout Service Project Plan – **Page C** – Supplies, etc.
 - Eagle Scout Service Project Plan – **Page D** – Giving Leadership, etc.
 - Eagle Scout Service Project Plan – **Page E** – Safety, etc.
5. **EAGLE SCOUT SERVICE PROJECT REPORT**
Include your completed and signed original “*Eagle Scout Service Project Report*” (title page with your name/project name/project start date/project completion date and Project Report Pages A through C) from the official *Eagle Scout Service Project Workbook*, No. 512-927, and any information or photos that go with it.
- Eagle Scout Service Project Report – **Cover sheet**
 - Eagle Scout Service Project Report – **Page A** – Project Execution, etc.
 - Eagle Scout Service Project Report – **Page B** – Leadership, etc.
 - Eagle Scout Service Project Report – **Page C** – Funding Summary, and Approvals etc.
(Make sure that the following three (3) signatures are included:)
 - Eagle Candidate (you)
 - Beneficiary
 - Unit Leader
 - Eagle Scout Service Project “**Time Chart**” (completed)
 - Eagle Scout Service Project **Donation Thank-you Letter(s)** (if applicable)

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6. EAGLE SCOUT APPLICATION

Include two copies of your original completed and signed official "Eagle Scout Application," (No. 512-728), as produced by the Boy Scouts of America. All information shall be **typed** and legible.

- Use your "full legal name" (including middle). Do not use any initials. (If you do not have a middle name, please state that on a sticky note and place on your application.)
- Full dates must be used where requested – month, day and year.
- Date you joined the Boy Scout troop should be the date of your first troop meeting – not the date you earned your Boy Scout badge (unless it happens to be the same).
- The dates for your 1st Class, Star and Life ranks must be your actual Board of Review dates, not the dates of your Courts of Honor.
- There **must** be "at least four months" between First Class and Star rank.
- There **must** be "at least six months" between Star and Life rank.
- The four "required" merit badges you earned for your Star rank, and the three "required" merit badges you earned for your Life rank, **must** be among the twenty-one badges you list on your application.
- No merit badges should have a date earlier than your joining date.
- For merit badge numbers 7, 8 and 10, cross out the badges not used.
- You must have served six months in (one or more) position(s) of responsibility since earning your Life rank..
- Make sure to obtain following required signatures on the back of your application:
 - Eagle Candidate (you)
 - Unit Leader
 - Unit Committee Chair

7. STATEMENT OF AMBITIONS AND LIFE PURPOSE

- Provide statement of your ambitions and life purposes and a listing of leadership positions held in your religious institution, school, camp, community, or other organizations. Include honors and awards received during this service.

8. MERIT BADGE "BLUE CARDS"

- The original "Applicant's Record" sections of the 21 blue cards for merit badges listed on your Eagle application should be placed in clear plastic "baseball-card-type" sleeve sheets in your binder. ***Place the blue cards in the order that they are listed on your application (merit badges 14 through 21 should be listed in the chronological order in which they were earned with badge 14 being the badge earned on the earliest date). The words "Applicant's record" should face the reader.***

9. REFERENCE LETTERS

- Prior to submitting completed binder, the Eagle Candidate should give (either in person or via mail) the *Confidential* reference forms to all five (5) individuals listed on the front of Eagle Scout Rank Application. These reference forms should be returned to the Council Office in **sealed** envelopes, with the words "Reference for Eagle Scout Candidate Name", written clearly on the front of the envelope. It is recommended the Eagle Scout Candidate provide to each reference a stamped envelope addressed to Council Office to insure quicker response.

I have reviewed the enclosed Eagle Scout application/binder and certify that all of the checklist items have been properly addressed.

_____ *Signature of Scoutmaster* _____ *Date*