

Eagle Application Check Sheet

Upon Completion of Life Scout Rank, it is time to get started on your final step,
Your Eagle.

This workbook was created to help guide you through the process and paperwork. Upon completion, the complete workbook will be submitted to Boy Scouts of America, Council and National.

Steps below are in order of completion. **It is suggested that you complete each step before proceeding to the next one.** Signatures are one of the most commonly missed items; ensure that you have all signatures as listed below.

- Completion of all merit badges
- Select Eagle Scout Project.
 - Idea presented to Scout Master for comments.
 - Idea presented to Advancement Chairman for comments.
- Eagle Scout Service Project Workbook.
 - Page 6 completely filled out.
 - Complete Pages 8-10
 - Email workbook to Committee for review.
 - Upon successful review proceed to next step
 - Get Signature from Scout Master
 - Get Signature from Advancement Chairman
 - Get Signature from Beneficiary (person you are doing the project for)
 - UPON COMPLETION OF ALL ABOVE ITEMS, get signature from Council or District. Contact Advancement Chairman for phone numbers.
Name: _____ Phone (____) _____
- Eagle Scout Service Project Final Plan
 - Complete pages 11-16 (this can be typed up in a separate document)
 - On Page 17, obtain the signatures after completing the page, outlining how you will fund this project. Refer to Page 18 for information about fundraising:
 - Beneficiary
 - Unit Leader (Scout Master or Committee Members)
 - Authorized Council Approval
- DO THE PROJECT**
- Eagle Scout Service Project Report
 - Complete Page 19 to report on how the project went
 - On Page 20, Signatures:
 - Beneficiary

- Unit Leader (Scout Master or Committee Members)
- Eagle Scout Application:
 - Complete all sections, based on dates from your National Record
 - Get National Record from Advancement Chairman.
 - Req. 6: Complete, typed with Goals and Aspirations
 - Ensure that you have addresses and phone number for all people on the Eagle Application
 - Get Signatures in **THIS ORDER**:
 - Eagle Scout Candidate's Signature
 - Unit Leader Signature (Scout Master) Scout Master Conference
 - Committee Chair
 - BSA Local Council Certification (**Have to go to Scout Office with Application, Project Book and National Record**)
 - Request minimum two Character References letters, more is better.
 - Need to be signed and dated.
 - Need to be sealed in an envelope, only to be opened at the Eagle Board.
 - Not from a parent or grandparent.
 - **THEN** Schedule Eagle Board of Review.
 - Designate a specific place and time, make reservations.
 - Invite District Eagle Advisor
 - Name: _____ Phone (____) _____
 - Invite (3 minimum 6 maximum) board members.
- Board of Review
 - Present yourself in complete Class A uniform
 - Upon Completion:
 - Board of Review Chairman will Sign off Eagle Scout Application
 - Advancement Chairman will complete BSA 3-part Advancement Sheet, All members of board and Advancement Chairman's Signature required.
 - It is customary, but not required, to have a small celebration after the Board, upon completion.
- Submission to National (Upon Board of Review Certification)
 - Take all original documents to Boy Scout Office on Franklin in Boise.
 - Keep copies of all originals for your records.
- Organize your Eagle Court of Honor
 - Refer to workbook in folder