

# Check List - **EAGLE APPLICATION**

## Important Notes:

1. **The application can only be completed after all requirements for the Eagle Scout rank are done..**
2. Following these process steps will help prevent delays in processing the necessary paperwork for your Eagle.
3. Details for each of the following steps can be found in the "Eagle Scout Rank Application" No.58-728.
4. Ask questions, get help if needed. Good resources to answer your questions are the Troop Life to Eagle Coordinator, Scoutmaster, or Advancement Chair.

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- Obtain "Eagle Scout Rank Application". Read through application completely before filling out.
- Obtain a "Life Scout Individual Progress Report" from the Troop Advancement Chair. *These are the dates you must use to fill out the application. A copy of report needs to be attached to application for submission.*
- Review any discrepancies with the Troop Advancement Chair and agree on accuracy of application.. Get another report if necessary. The Troop Advancement Chair may choose to reconcile dates with council records to avoid issues when application is submitted. Allow time for this.
- Life Scout needs to determine names of individuals who know him personally and would be willing to provide a recommendation on his behalf. List those names on the application.
- Letters of recommendations obtained. Only to be opened at Board of Review.  
*Please note that it is the responsibility of the troop adult leadership to secure the letters, not the Eagle candidate. The national guidelines state that, "The candidate should not be involved personally in transmitting any correspondence between persons listed as references ..."* The troop adult leadership may request parental assistance in securing letters of recommendations.
- Life Scout determines names of Eagle Board members per guidelines outlined below :  
*The District Eagle board of review is composed of a minimum of three members and a maximum of six members. Other than the district representative, these members of the board of review do not have to be registered in Scouting, but they must have an understanding of the importance and purpose of the Eagle board of review. In no case should a relative or guardian of the candidate attend the review, even as a unit leader.*
- Life Scout writes statement of ambitions and life purpose as outlined in Eagle Requirement #6.
- Life Scout obtains signature of Troop Committee Chair.
- Life Scout contacts Scoutmaster for SM conference date and time. SM signs application.
- Scoutmaster (or designate) will turn in application and Eagle Project Book to Council for scheduling Eagle Board of Review. This must be turned in no later that one week in advance of monthly district Eagle Board.
- Scoutmaster will contact the Life Scout on the date, time and place of the board.
- Life Scout makes contact with potential board members confirming attendance and giving them attendance information.
- Life Scout attends Board of Review. *If Scout passes board, he can wear his Eagle Rank. However, the presentation of rank can not be made until Eagle Scout credentials are received by the BSA local council.*
- Scoutmaster (or designate) will turn application into to Council Office after Board of Review. *Allow 4 to 6 six weeks for processing.*
- Certificates and awards are given to parents by Scoutmaster. Eagle Court of Honor scheduled.  
**CONGRATULATIONS!!!!!!**