

# Eagle Candidate Binder Checklist

Candidate Name: \_\_\_\_\_ District: \_\_\_\_\_ Troop: \_\_\_\_\_

It is the responsibility of the Eagle candidate, with help from unit leaders, to prepare the rank application, with required attachments, and submit them to the council service center. When the Eagle candidate, the unit leader, and the unit committee chair sign the application, they are certifying that the rank requirements have been met and are accurately reflected in a complete applicant package. The Eagle processor at the council service center must refer incomplete or invalid applications back to the candidate and/or unit leader for correction before a board of review can be scheduled.

- Current version of Eagle rank application form is used.<sup>1</sup>
- The contact information -- name, address, phone, email, and troop -- is complete and matches the council roster.
- At minimum, dates for when the Scout joined Scouts BSA (troop), earned First Class rank, and earned Star rank are filled in.
- The date of birth is provided and matches the Scout's BSA registration record.
- The Life board of review date is filled in, is at least 6 months after the Star rank date, and matches Scoutbook records.
- At minimum, reference names/addresses/phones/emails are filled in for all except Employer. No other line may be left blank.<sup>2</sup>
- Dates for merit badges are provided, and match Scoutbook records. The alternate merit badges not earned are crossed out.
- The position(s) of responsibility held for 6 months after earning Life rank, and before turning 18, are filled in.<sup>3</sup>
- Eagle Scout service project name and completion date are provided, and match the attached project workbook.
- Total number of service hours completed by all contributors to the project are included, and match the project workbook.
- Date of the Scoutmaster conference is included.
- Scout's statement of ambitions and life purpose is attached to the application form.
- Listing of positions in religious institution, school, camp, community, etc., including leadership/honors/awards is attached.
- Scout signature certifies that all rank requirements are met, and accurately and completely reflected in the application.
- Unit leader signature certifies that all rank requirements are met, and accurately and completely reflected in the application.<sup>4</sup>
- Committee chair signature certifies that all rank requirements are met, and accurately and completely reflected in the application.<sup>4</sup>
- Current version of Eagle Scout Service Project Workbook is attached.<sup>5</sup>
- The project proposal was signed and dated by the beneficiary, unit leader, committee chair, and district before the project start.
- If a fundraising application was required, it was approved by the district executive before the start of fundraising.<sup>6</sup>
- Completed project is signed off by candidate and approved by beneficiary and unit leader, establishing the project completion date.
- In rare instances where an extension of time to complete the requirements for Eagle rank was granted, the letter must be attached.

It is encouraged, but not required, to include additional items in the Eagle candidate binder to help the board of review members understand the Scout's journey, highlights, and achievements in Scouting.

<sup>1</sup> The current **rank application** may be found at [https://filestore.scouting.org/filestore/pdf/512-728\\_WB\\_fillable.pdf](https://filestore.scouting.org/filestore/pdf/512-728_WB_fillable.pdf)

<sup>2</sup> These are the people the Scout must ask to mail a completed **reference form** directly to the council service center. Additional references may also be submitted. While the form is preferred, a letter sent directly to the council service center (same address as on the form) is permissible. In the event this input is not received prior to the board of review, the district Eagle board of review coordinator may contact the references listed on the application.

<sup>3</sup> Permissible positions in a troop are **patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, webmaster, and outdoor ethics guide**. Time in the position must be complete by the day before the Scout's 18<sup>th</sup> birthday. (A troop is not required to offer all of these positions. If a Scout intends to complete this requirement in a Venturing crew or Sea Scout ship, the district advancement chair must be made aware of the plan before the leadership period begins, and both unit leaders must agree on expectations in the role. Working as a Lone Scout is extremely rare, as the option is only available to Scouts who do not have a traditional troop available in their community.)

<sup>4</sup> As noted on the form, **personal signatures** are required.

<sup>5</sup> The current **Eagle Scout Service Project Workbook** (must be current as of the date of the project approval) may be found at <https://www.scouting.org/wp-content/uploads/2023/01/EagleProjectWorkbook2023a.pdf>

<sup>6</sup> A **fundraising application** (found in the project workbook) is required if funds over \$500 total, or any donation in-kind, are solicited from a donor other than the Scout's family, unit, chartered organization, or project beneficiary.