

# Eagle Scout Application Checklist



Follow this checklist in preparing your Eagle Scout rank application to make sure you have all the required information and to avoid some of the common mistakes that cause applications to be delayed.

- \_\_\_\_\_ Current application (Use form dated 2017 or later. Current fillable form is available on council website)
- \_\_\_\_\_ All information is legible and printed in ink or typed
- \_\_\_\_\_ Applicant's FULL LEGAL NAME spelled correctly and legible.
- \_\_\_\_\_ Home address, telephone number and e-mail
- \_\_\_\_\_ Unit type, unit number, city, state and zip code (no abbreviations)
- \_\_\_\_\_ Dates of entry in Scouting, First Class, Star and Life Board of Review dates (month/day/year)
- \_\_\_\_\_ Date of birth (Merit badges, leadership, service project, and SM Conference before 18<sup>th</sup> birthday)
- \_\_\_\_\_ No merit badges earned prior to "Date became a Boy Scout"
- \_\_\_\_\_ Webelos Scout and Arrow of Light questions answered (most Scouts have NOT finished 5<sup>th</sup> grade when they join)
- \_\_\_\_\_ At least four (4) months between First Class Scout and Star Scout board of review
- \_\_\_\_\_ At least six (6) months between Star Scout board of review and Life Scout board of review
- \_\_\_\_\_ Req. #1 - At least six (6) months between Life Scout board of review and Eagle Scout board of review
- \_\_\_\_\_ Req. #2 - Six (6) references listed (five if no employer). List address, phone and email. All blank reference letters have been delivered to references
- \_\_\_\_\_ Req. #3 - 21 Merit Badges earned (Month/Day/Year) and corresponding unit number.
- \_\_\_\_\_ Four (4) required Merit Badges earned prior to Star Board of Review date \_\_\_\_\_
- \_\_\_\_\_ Merit Badges: \_\_\_\_\_
- \_\_\_\_\_ Three (3) additional required merit badges (7 total) prior to Life Scout Board of Review date \_\_\_\_\_
- \_\_\_\_\_ Merit Badges: \_\_\_\_\_
- \_\_\_\_\_ Req. #4 - Serve actively for a period of 6 months in one or more positions of responsibility between Life Scout and Eagle Scout Board of Review dates. (Note acceptable positions listed on Eagle Application in requirement 4).
- \_\_\_\_\_ Req. #5 - Eagle Scout Service Project name, completion date, and total hours worked. Completed between Life Scout and 18<sup>th</sup> birthday
- \_\_\_\_\_ Req. #6 – Statement of ambitions and life purpose attached. Please put name and troop # on statement.
- \_\_\_\_\_ Req. #6 - Unit leader conference date. (Must be held prior to 18<sup>th</sup> birthday)
- \_\_\_\_\_ Applicant's signature, phone number and date
- \_\_\_\_\_ Unit leader's signature, phone number and date
- \_\_\_\_\_ Unit committee chair's signature, phone number and date

**Note:** If Board of Review is three (3) to six (6) months after applicant's 18<sup>th</sup> birthday, it must be pre-approved by the council Boy Scout advancement committee. If board of review is to be conducted more than six (6) months after applicant's birthday, you are required to petition the national Advancement Team with the assistance of the Potawatomi Area Council.