



Potawatomi Area Council Eagle Scout Rank Checklist

Follow this checklist to ensure you have all the required information and avoid common mistakes that can delay your application.

General Requirements:

- The current **Eagle Scout Rank Application** must be from 2025 or later. The fillable form is available on **Scoutbook** or the **Scouting.org** website.
- All information must be **legible** and **printed in ink** or **typed**.

Personal Information:

- Full Name** (as it will appear on the Eagle Certificate)
- Home Address, Telephone Number, Email, City, State, and Zip Code** (no abbreviations)
- Scouting History:**
 - Date joined **Scouts BSA, Venturing crew, or Sea Scout ship** (MM/DD/YYYY)
 - Enter only the date joined for the unit you are earning Eagle through
 - **First Class** Board of Review date (MM/DD/YYYY)
 - **Star** Board of Review date (MM/DD/YYYY)
- Webelos Scout / Arrow of Light Section** (Most Scouts who crossed over from Cub Scouts did **not** finish 5th grade before joining)
- Date of Birth** (All requirements must be completed before the 18th birthday)

Requirement #1: Time in Rank

- Life Scout Board of Review Date**
- Tenure Requirements:**
 - **At least 4 months** between **First Class** and **Star Scout** Board of Review
 - **At least 6 months** between **Star Scout** and **Life Scout** Board of Review
 - **At least 6 months** between **Life Scout** and submission of **Eagle Rank Application** (or 18th birthday, whichever comes first)

Requirement #2: References

- Four (4) references listed** (name, address, phone, and email)
- Blank reference letters have been delivered to all references**
(Don't forget to provide a stamped and addressed envelope to the council office)
- Parents, Unit Leader, and Committee Chair CANNOT be used as references**

Requirement #3: Merit Badges

21 Merit Badges earned, listed with **Month/Day/Year** and corresponding unit number

Merit Badge Timeline:

- **No merit badges earned before joining Scouts BSA**
- **4 required merit badges** earned before **Star Scout** Board of Review
- **3 additional required merit badges** (7 total) earned before **Life Scout** Board of Review
- **7 additional merit badges** earned before submitting Eagle Rank Application (or 18th birthday, whichever comes first)

Requirement #4: Leadership Position

Served actively for 6 months in one or more leadership positions between **Life Scout** and **Eagle Rank Application submission** (or 18th birthday)

Position(s) must be from the approved list on the Eagle Rank Application

Requirement #5: Eagle Scout Service Project

Project Name, Completion Date, and Total Hours Worked

Project completed between **Life Scout** and **Eagle Rank Application submission** (or 18th birthday)

Requirement #6: Unit Leader Conference

Date of Unit Leader Conference (must be before 18th birthday)

Signatures & Additional Documents:

Applicant's signature, phone number, and date

Statement of Ambitions and Life Purpose (on a separate page, with name and unit number)

Unit Leader's signature, phone number, and date

Unit Committee Chair's signature, phone number, and date

Submitting Your Application to Council

The following must be submitted in an **organized binder or folder** (one original + two copies):

Eagle Scout Rank Application

Statement of Ambitions and Life Purpose

Eagle Scout Service Project Workbook, including:

- **Project Proposal, Detailed Planning, and Project Report**
- **Pictures, emails, receipts, sign-in sheets, and other supporting documents**
- **Pictures should be in a separate document (suggested: 4 per page with captions)**

The binders/folders must be submitted to the Council office for review. The **Eagle Board of Review Coordinator** will contact you and your Unit Leader to schedule your Board of Review.

Important Note:

- The **Board of Review** may be conducted **up to 24 months after the Scout's 18th birthday**, but all requirements **must be completed before** the 18th birthday.