



**Shenandoah Area Council
Boy Scouts of America
Eagle Rank Application Checklist**

Date: _____

Scout Name: _____ Cell: _____

Unit: _____ District: (circle one) Mannahoac Potomac Shawnee Shenrapawa
Scoutmaster: _____ Cell: _____

IMPORTANT: The following MUST be met prior to requesting a District Eagle Board of Review.

- ___ Be UNDER 18 years of age Birthdate: ____/____/____
- ___ Complete and have signed by your Unit Leader(s) ALL Eagle Rank requirements listed in the current BSA Handbook
- ___ **READ...READ...READ everything in the current BSA Handbook . . . BEFORE you begin your Eagle Scout Service Project**

Eagle Scout Service Project

- ___ Utilize the current Eagle Scout Service Project Workbook dated _____
- ___ Service Project approved by the beneficiary, Unit leader and Unit Committee
- ___ Include several "captioned" or labeled photographs including BEFORE and AFTER photographs to cover the scope of your project
- ___ Submit completed Project Proposal to the BSA Council Eagle Review Committee for approval. Council approval must be received PRIOR to your District Eagle Board of Review

COUNCIL Eagle Review Findings:

- ___ Approved
- ___ Approved with Recommended Changes:

- ___ Not approved due to:

IMPORTANT DEADLINES

1. You must have at least SIX months between your Life Scout rank date and your 18th birthday to be able to earn the Eagles Scout rank.
2. You must serve at least SIX months after your Life Scout rank date in an Eagle-approved position of responsibility.
3. You must earn a total of **21** merit badges by your 18th birthday with **13** of those being required merit badges.
4. Follow this link for current Eagle Scout requirements:
5. **ALL** Eagle Scout rank requirements **MUST** be completed by your 18th birthday
6. Your Eagle Scout Rank Application must be submitted to the Council Eagle Review Committee by your 18th birthday.

Getting Started

- ___ To be an Eagle Scout candidate you **MUST** be a Life Scout.
- ___ You must be a registered member of a BSA Troop, Team or Crew (a UNIT).
- ___ Complete all merit badges **BEFORE** you start your Eagle project. This is **NOT** a requirement; however most scouts find it helpful to do have all merit badges completed in advance—less chance of forgetting to complete..
- ___ Get a notebook and start tracking all time you and others spend on your Eagle project. This includes time you spend discussing and preparing for your project as well as the time spent doing the project and completing the paperwork. (It also includes the time you and others spend doing necessary fundraising.)
- ___ Decide on a service project you might like to do. Consider serving an organization that means something to you—your school, the community, the forest service, or a facility that serves a family member or friend.
- ___ Talk with the heads of organizations you might like to help and ask if the service you wish to offer will be of significant benefit to the organization. They may give you other ideas or expand your plan. Consider their suggestions and determine if you still want to proceed with the project. (Don't be discouraged if you change project ideas a few times. Finding the right project makes the service more enjoyable.) **Tell the organization that you need to talk to your Eagle Coach before you can agree to do the project.**
- ___ Consult with your scout leader and committee/advancement chairman to make sure they think your project qualifies. **Don't get any approval signatures or begin paperwork yet.**
- ___ After you have talked to your Eagle Coach and he/she approves of your project idea, you may continue to the next section.

The Service Project and Workbook Process

- ___ Open online PDF Eagle Scout Service Project Workbook No. 512-927. You must use the most current version. To obtain the most current version for your computer's operating system, use this link
<http://www.scouting.org/scoutsourc/BoyScouts/AdvancementandAwards/EagleWorkbookPRocedures.aspx>

(You can fill in the workbook and save it as you go, since you must have Council approval before you begin work on your project. You can expect to be changing and adjusting your plans along the way.)

- ___ Read through the workbook with a parent or other responsible adult who will be working closely with you. Pay special attention the sections “**Meeting Eagle Scout Requirement #5**”, “**How to Use this Workbook**”, “**Procedures and Limitations on Eagle Scout Service Project Fundraising**”, “**Message to Scouts and Parents or Guardians**”, and “**Excerpts and Summaries from the Guide to Advancement**”.
- ___ Fill out ALL the **Contact Information** page (except BSA BID #s). The Project Coach is your Eagle Coach. Ask your scout leaders (or Eagle Coach) if you need help getting information.
- ___ Fill out the **Project Proposal** pages. **If you are making or collecting items**, you must write your number goal in the first section. **Fill out every section**. If a question doesn't seem to apply to your project, write NA and explain why, or adapt questions to better fit your proposal. Include photos if that helps explain things.

Fundraising Application Information

- ___ **If you want to fundraise outside of your unit beneficiary, family or friends**, you must fill out the **Fundraising Application** in the project workbook, too. *Please outline your basic fundraising plan.*
- ___ Utilize a completed Fundraising Application (if fundraising is needed) and submit with the Project Proposal.
 - ___ Read the Fundraising guidance in your Eagle Scout application workbook.
 - ___ Include a copy of your funding request letter to solicit donations/funds.
 - ___ Do NOT ask for a specific amount of money, rather request specific items such as a 10% discount or purchase “at cost”
 - ___ List the business you plan on requesting a donation, and what specifically you plan to request (e.g., lumber/building materials, etc.)
 - ___ Fundraising application must be signed by the project beneficiary AND your Unit Leader PRIOR TO submitting your Project Proposal to Council for approval.

IMPORTANT:

1. Do NOT begin work on your project or begin fundraising activities PRIOR TO Council Approval of your Project!
2. Although you may submit the Fundraising Application any time during your Project, it is best to submit this along with your Project Proposal for approval of ALL. If submitted separately from your Approved Project, please include the statement of Committee Action with the Fundraising Application.
3. Council will inform you when your Eagle Project Proposal is approved and ready for pick up.
4. The Eagle Scout Service Project must provide a “substantial” benefit to the community (generally a not-for profit or civic organization). It may not benefit the

BSA community. There are no hour requirements (i.e., minimum or maximum) or for how long the project must benefit the community.

After Your Eagle Scout Project is Approved

- ___ Go to section three of the project workbook and fill out the **Final Project Plan**. This should closely follow your proposal. Talk to your unit committee chair, advancement coordinator, or Eagle Coach if you have questions. *If a question doesn't apply to your project, write NA. If the listed questions don't help you explain your project well, please adapt the question sections to further explain your plan.*
- ___ Do necessary fundraising before purchasing supplies. *You must follow BSA fundraising policies.*
- ___ **Keep careful records of monetary donations and purchases. (Keep a donation log. Keep all receipts.)**
- ___ Carry out your project according to your plans as much as possible. If changes have to be made, that's OK if they don't completely change the project. **Talk to your Eagle Coach if major changes must be made.**
- ___ Have someone photograph your project in progress to help document your project and your leadership.
- ___ Complete section 4 of the workbook, which is the **Final Report** of your project. *Upload or attach photos of your project. "Before", "During", and "After" photos help explain what you did.*
- ___ Print the **Project Completion Signatures** page of the **Final Report**. *Sign it yourself, and collect the other two required signatures (Beneficiary and Unit Leader). **Seventeen year old Scouts—the signatures MUST be dated before your 18th birthday.***
- ___ Review the entire project workbook and make sure it is complete, with as much information as possible.
- ___ Print out the entire workbook and **insert the signature pages.**

Eagle Scout Rank Application Form

- ___ Use Form 512-728 (2016 printing) Eagle Scout Rank Application in PDF format published by NESA. Note: Other formats will NOT be accepted. Go to http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf
- ___ Enter your PIN number (This is your BSA Membership Number printed on your BSA membership card). Required in the box in the upper right hand corner.
- ___ Enter your name, address, phone number and unit number
- ___ Enter the date you joined BSA, earned your First Class rank; Star rank; and your date of birth; and date you earned Life rank for Requirement #1.
- ___ Answer YES or NO for the questions:
 - ___ Were you a Cub Scout?
 - ___ Were you a Webelos Scout?
 - ___ Did you earn your Arrow of Light?
 - ___ Had you completed Fifth grade upon joining?
 - ___ Enter the name, address, phone number and email address for **EACH** of

your references. You will need to include the employer information ONLY if you are employed for Requirement #2.

- ___ Have Blue cards (or other official proof) for earning 21 Merit Badges (13 Eagle required and 8 Other) for Requirement #3.
- ___ LINE through the Eagle Merit Badges NOT utilized in items 7, 8, and 10 and enter dates Merit Badges were earned for Requirement #3.
- ___ You may use the Eagle Merit Badges NOT utilized in items 7, 8, and 10 for the remaining 8 other merit badges, or any other of your choosing.
- ___ Enter the Leadership Position(s) held after earning the Life rank for Requirement #4. (The combined terms **MUST** be more than six (6) months after earning Life rank.)
- ___ Enter the Eagle Project name, TOTAL number of hours, and date completed in Requirement #5.
- ___ Enter the date your Unit Leader Conference was held for Requirement 6.
- ___ Complete a statement of your ambitions, life purpose, and leadership positions held for Requirement #6.
- ___ Eagle Scout Rank Application **MUST** be signed by you, your Unit Leader, and Unit Committee Chair.

FINAL CHECK

- ___ Complete Eagle Project, required Merit Badges, and Unit Leader Conference BEFORE your 18th birthday.
- ___ Organize your Eagle Scout Rank Application, Life Ambitions Statement, Merit Badge cards (in the order listed on the Eagle Scout Rank Application, and the Eagle Scout Service Project Workbook in a 3-ring binder (see below).
- ___ Be sure your Eagle Scout Service Project workbook has been signed on Proposal Page "E" and Project Report Page "C" by you, your Unit Leader, your Committee Chair, the Beneficiary, and the Council/District representatives. (Also on the Fundraising application Page "A" if your project requires fundraising.)
- ___ Be sure your Contact Information sheet on Proposal Page 8 is COMPLETELY filled out.
- ___ Include a Tour Permit if required for your Eagle Project.
- ___ Be sure you have met the timeline requirements for the Eagle Scout Rank Application:
 - ___ 4 months between First Class and Star rank
 - ___ 6 months between Star rank and Life rank
 - ___ 6 months between Life rank and the Eagle Board of Review
- ___ Be sure you have met the Merit Badge requirements:
 - ___ All Merit Badge Blue Cards are arranged in the same order as listed in the application with the SIGNATURE side facing up.
 - ___ No Merit Badges have been earned before joining the BSA.
 - ___ 4 Eagle required Merit Badges (for a total of 6) have been earned prior to STAR rank.
 - ___ 3 additional Eagle required Merit Badges (for a total of 11 in all) have been earned prior to Life rank.
 - ___ 13 Eagle required and 8 non-Eagle required (for a total of 21 Merit

- _____ Badges) have been earned prior to your Eagle Board of Review.
- _____ Be sure you have completed your Ambitions, Life Purpose, and Leadership narrative for Requirement #6.
- _____ Be sure your Unit Leader Conference was completed BEFORE your 18th birthday.
- _____ Be sure your Unit Leader and Unit Committee Chair have signed and dated your Eagle Scout Rank Application
- _____ Be sure your Unit Leader(s) review your Eagle Binder and agree that you are ready to forward your Binder to the Council Eagle Review Committee for review.
- _____ Forward your Eagle Binder to Shenandoah Area Council Service Center.

You are NOW ready to meet with your District Eagle Board of Review team.

- _____ Secure an appointment with the District Eagle Coordinator (by phone or email) for your District Eagle Board of Review.
- _____ Be sure you are dressed in **FULL UNIFORM** including merit badge sash.
- _____ Be sure you bring your organized Eagle Binder with all of the required information/materials and your BSA Handbook (if you have 2, bring both).

Eagle Binder Organization

Note: Please make sure to organize your Binder in the following manner when you attend your Eagle Rank Board of Review:

- _____ Eagle Rank application (signed by you, your Unit leader and Unit Committee Chair).
- _____ Statement of Ambitions, Life Purpose, and Leadership positions held by you in and out of Scouting.
- _____ A declaration of your religious beliefs signed by your parents/guardians if you do not have a Religious Leader for your Eagle Scout Rank Application (Requirement #2).
- _____ Blue cards (in the order listed on the Eagle Scout Rank Application with the signature side facing up (Requirement #3).
- _____ Eagle Scout Service Project Workbook organized as follows:
 - _____ Proposal
 - _____ Final Plan
 - _____ Fundraising Application (if applicable)
 - _____ Final Report
 - _____ Be sure to include photographs (before and after)
 - _____ Always caption/lable photographs, maps, drawing, etc. List names of persons in photos.
 - _____ Tour Plan (if applicable)

IMPORTANT: Throughout the entire Eagle Scout Project process, ask "Was this your BEST EFFORT?"

After your Eagle Scout Rank Application Package has been reviewed by Council, you will be reviewed by your District Eagle Board of Review. Once you successfully complete your Board of Review, it may take 4-6 weeks for final review by the National Council. Please be sure NOT

to plan your Eagle Court of Honor prior to being informed of your approval by the National Council. Your Eagle Board of Review can be held after your 18th birthday but should NOT be more than three (3) months after your 18th birthday. Your date of rank as an Eagle Scout is when you pass your District Board of Review.