

EAGLE SCOUT RANK APPLICATION PROCESS CHECKLIST

- _____ 1. The Scout achieves the rank of Life.
- _____ 2. Complete Eagle Rank requirements #1- #6.
 - Requirements 1, 2, 4, 5, and 6 may be done in order after you have passed your Life Scout Board of Review.
 - Requirement 3 may be completed prior to being a Life Scout.
 - All of these requirements must be completed by the scout's 18th birthday.
- _____ 3. Download from the Great Southwest Council Website (www.gswc.bsa.org) the **Eagle Scout Service Project Workbook** (No. 512-927) and the **Eagle Scout Rank Application** forms in PDF.
- _____ 4. **Eagle Scout Service Project Workbook**
 - **Project Proposal**
 - The District Advancement Chair/District Eagle Coordinator must approve a Scout's service project before the scout begins the project.
 - The Scout fills out the workbook and it can be saved on his computer and reopened at anytime.
 - The Scout completes the contact information and proposal portion (Proposal Page A - E) of the workbook.
 - The Scout presents the proposed Eagle Project to the unit committee. If approved obtain signatures from the project beneficiary, unit leader and committee chair.
 - The Scout presents proposal to the District Advancement Chair or District Eagle Coordinator. If the district representative does not approve the project proposal he will provide him with information and options on how to continue.
 - **Project Final Plan**
 - After the district approves the proposal the scout may use the final plan to assist him carrying out the project.
 - If the project involves fund raising the scout must complete the **Eagle Scout Service Project Fundraising Application** (Fundraising Application page A) and submit to the council office for approval.
 - Complete the project.
 - **Project Report**
 - The Scout completes the project report.
 - The project report will need signatures from the project beneficiary, unit leader, and the scout.
- _____ 5. **Eagle Scout Rank Application** (Form 512-728)
 - The Scout fills out the Eagle Scout Rank Application from the council website.
 - The date a scout joined a Boy Scout troop should be the date of his first meeting when his registration was paid.
 - The dates of a Scout's First Class, Star, and Life ranks must be the actual Board of Review dates, not the dates of the Courts of Honor.

- There must be at least four months between First Class and Second Class rank.
- There must be at least six months between Star and Life rank.
- **Requirement #1** - The scout must have served **six months** in (one or more) position(s) of responsibility **since** earning the Life rank.
- **Requirement #2** asks for names of individuals for references.
 - The only line that may be left blank is the Employer reference, and that is only if the scout is not employed.
 - If the scout does not have a religious leader then please list the person most responsible for his religious instruction, may be a parent.
 - Reference letters must be submitted to the Eagle Board of Review unopened. Letters should be mailed directly to the unit's Advancement Chair.
- **Requirement #3** - The four required merit badges earned for Star rank, and the three required merit badges earned for the Life rank, must be among the twenty-one badges listed on the application.
 - No merit badges should have a date earlier than the joining date.
 - Fill in the unit number where the merit badge was earned.
 - For merit badges 7, 8, and 10 cross out the badges not used.
- **Requirement #4** - The scout must have served **six months** in (one or more) position(s) of responsibility **since** earning Life rank.
- **Requirement #5** - The scout must provide the project name, grand total of hours and project completion date.
- **Requirement #6** - Participate in a unit leader conference. Conference may be held at anytime after obtaining the rank of Life.
- ***Requirement #7** - The scout must write and sign a statement of his ambition and life purpose and positions of responsibility within his community.
- The application needs to be signed by the scout, unit leader and unit committee chair.

6. Eagle Verification

When all the requirements for the Eagle Scout rank (except the Board of Review) have been completed, then the all the required forms are submitted to the council office for verification. Please submit the following:

- The Eagle Scout Rank Application
- Requirement #7 – Ambitions, Life Purposes, and Leadership statement written and signed by the Scout.
- Completed **Eagle Scout Service Project Workbook**.
 - Must include all necessary signatures.
 - All photographs and receipts.
- The council office will issue a tracking number when the documents are received at the office, please bring in the receipt when picking up the verified documents.
- The Eagle registrar at the council offices verifies that the forms are complete and dates are accurate. This may take up two weeks.

8. Eagle Board of Review

- The Advancement Chair for the unit or his or designee contacts the Eagle District Representative and arranges for the Eagle Board of Review.
 - Board members must be 21 years old

- The board must consist of at least three members but not more than six members.
- Board members cannot be the unit leader, assistant unit leaders, or members of the candidate's family.
- The Eagle candidate cannot request individuals to sit on the board.
- Eagle candidate brings to the Eagle Board of Review:
 - Original Eagle Application and copies of the application.
 - Statement of Ambitions and Life Purpose and copies of the statement.
 - Original Eagle Project Workbook and copies of the project proposal and project report.
 - Boy Scout Handbook with all appropriate signatures.
- At the Eagle Board of Review the board should meet 30 minutes prior to the arrival of the Eagle candidate.
 - Board appoints a chair.
 - Board members open reference letters.
 - Board members review Eagle application, Eagle Project Workbook, and Statement of Ambitions and Life Purpose.
 - Scout should be in full uniform and must bring his handbook.
- The decision of the Eagle Board of Review must be unanimous.
- Reference letters/forms must be collected by the Board of Review Chair and be placed in the envelope with the Eagle Application supplied by the Eagle District Representative. Seal and sign the envelope and return the envelope to the council office.

9. Eagle Award

- The council office will process the Eagle Application and submit it to National. This process may take up to four weeks.
- The council office will mail to the unit leader the advancement form (pink copy), which acknowledges the rank has been earned.
- The council will destroy all the Scout's reference letters after National has approved the rank.
- The Scout may now hold an Eagle Court of Honor.