



Check List of Final Steps in Attaining Eagle

PURPOSE

This is a general outline of the final steps to take in achieving the coveted Eagle rank. The steps listed below provide only a summary.

For detailed instructions consult:

- your Life to Eagle pack
- the Eagle Scout Leadership Project workbook
- other references

For further assistance you may call upon:

- the District Advancement Chair
- the Troop Eagle Advisor (a committee member assigned to assist Eagle Scout candidates)
- the Committee Advancement Chair
- the Scoutmaster

Keep this sheet in a conspicuous place so that you can refer to it from time to time. It will help keep you on track and assist in clearing up what can be a confusing process.

KEY STEPS

Be Active in Your Troop

As you approach the completion of your Eagle requirements, make sure you remain active in the Troop. If you are unable to attend most meetings and an occasional Troop outing, check with the Scoutmaster for guidance as to what are the minimum requirements. Be sure you understand expectations and how well you are meeting those expectations.

Scouting Ideals

Now, more than ever you must continue to live by the principles of the Scout Oath, Law, motto and slogan. As a senior Scout younger boy's look to you for guidance. Junior Scouts, adult leaders, parents and the community expect you to set the example. You have come a long way and are about to achieve what

less than three percent of all boys who enter Scouting will achieve. This sets you apart. Live up to your promises.

Merit Badges

Make sure you have earned 21 merit badges and all Eagle-required badges. If you are not sure of your remaining badge requirements, see the Troop Eagle Advisor or the Committee Advancement Chair. Also insure you have your portion of all your merit badge blue cards or the card the merit badge came on as proof that you earned the badge, in case there is a problem with the records at the Council Office.

Leadership

While a Life Scout you are required to serve actively for six or more months in one or more positions of responsibility. If you have done so, make sure it is documented in your Scout handbook and recorded by the Committee Advancement Chair. If you have not served in a position of responsibility ask the Scoutmaster to assign one to you. Remember this is a six-month requirement as a Life Scout.

Service Project

While a Life Scout, you must plan, develop and give leadership to others in a service project that is of benefit to your school, community or a religious institution. The Scoutmaster and District Eagle Advancement Chair must approve the project.

The Troop Eagle Advisor and the District Advancement Chairman are available to guide you in choosing a project and in preparing your concept paper. All you have to do is **ASK**. Refer to the Eagle Scout Leadership Service Project Workbook, No. 18-927A in meeting this requirement.

Sometime before your Eagle Board of Review put together an *Eagle Project Book* that documents the history of your project. Many Scouts try to make this a book that reflects the pride in their service project initiative. It can serve as a historical document they will keep for a lifetime. See the Troop Eagle Advisor and/or the District Advancement Chairman for samples of how other Eagle candidates have done their *Eagle Project Book*.

NOTE: The Eagle Project Book IS NOT required for submission of your Eagle Rank Application, but will be required for the Eagle Board of Review.

Eagle Summary Form

You will find this in your *Life to Eagle Pack*. This is a half page summary of your Eagle project and is to be submitted with your Eagle application.

Eagle Rank Application

Secure a current version of the Eagle Rank Application. Use the official red, white & blue form (not a black and white photocopy, unless it is an exact color reproduction). Fill out the application in preparation for your Scoutmaster Conference. Make sure it is accurate, complete and neat.

Statement of Ambitions, Life Purpose and Leadership Experiences

Write a statement of your personal ambitions and life purpose, and a listing of positions you have held in Scouts, school, and civic, athletic and/or religious organizations. Include honors and awards. Make two copies. Give one to your Scoutmaster at your Scoutmaster Conference and place the other in your Eagle project service workbook.

Reference Letters

One of the final requirements is to send reference forms to people who can attest that you live by the Scout Oath (Promise) and the Scout Law. The Eagle Scout Application Form lists the persons from whom references are required.

Send your letters and reference forms about four to six weeks before your Scoutmaster conference. Enclose an envelope in which your reference forms can be returned. Address each envelope to the scoutmaster, using his home address. Be sure to also mark each envelope “Confidential.”

Scoutmaster Conference

Arrange to meet with the Scoutmaster after all the above requirements have been met. Bring with you the following:

- Scout hand-book
- Eagle Rank Application
- Eagle Project Summary Form
- Statement of Life Ambitions and Leadership Experience.

Submission of Documents

After the Scoutmaster is satisfied that all requirements have been met, he and the Committee Chair will sign the Eagle Rank Application. The Scoutmaster or his representative will submit all required paperwork to the Council Office. **All paperwork must be submitted prior to your 18th birthday.**

The Council will review the documentation. If they have any questions or concerns you will be contacted. Most are resolvable administrative issues, but if it is a merit badge you are missing, for example, and you have already turned 18, you would have missed your opportunity for Eagle. This is why it would be wise to not wait until the last moment to submit paperwork.

After Council is satisfied that everything is in order they will then mail the application to the District Advancement Chairman. In about two weeks your Scoutmaster will be contacted and instructed to contact the District Advancement Chairman to begin arrangements for your Eagle Board of Review.

Eagle Board of Review:

The Board of Review can be conducted after your 18th birthday but before is preferred. Your Scoutmaster and Troop Committee set up the Board of Review at a date and time of mutual convenience to you and the Board members.

The Board is composed of a minimum of three members and a maximum of six members. See the committee member appointed to assist Eagle Scout candidates and/or the District Advancement Chairman for guidance on what to expect at the Eagle Board of Review.

Eagle Scout Court of Honor

You, your family and the Troop leadership can begin planning your Eagle Court of Honor once your Board of Review is completed and you have been told that you have passed. This will take place only after the national Eagle Scout Service has reviewed all paperwork. It takes about six weeks after the Board of Review for final administrative processing. Your Eagle Court of Honor will be a very special occasion. The Troop adult leadership will assist you and your family with planning and conduct of your Court of Honor.