

## CHECKLIST FOR THE EAGLE RANK PROCESS

The following checklist will help you succeed in obtaining the Eagle Scout Award.

Note: Workbook page numbers refer to the printed-paper version or PDF version (18-927D) on the CD.

- \_\_\_ 1. Unit Leader provides Scout with “Life to Eagle” CD when Scout earns Life Rank.
- \_\_\_ 2. Show “Scout Spirit” by living every day according to the Scout Oath and Law.
- \_\_\_ 3. Serve actively in your Troop, Team, or Crew for at least six months since becoming a Life Scout, **Requirement 1** of the [Eagle Rank Application](#) (58-728).
- \_\_\_ 4. Earn a total of 21 Merit Badges including the required ones listed in **Requirement 3** of the [Eagle Rank Application](#) before your 18<sup>th</sup> birthday.
- \_\_\_ 5. Establish a plan to complete Family Life, Personal Fitness, and Personal Management Merit Badges before your 18<sup>th</sup> birthday, since they have 90-day programs.
- \_\_\_ 6. While a Life Scout, serve actively in one or more of the approved leadership positions, listed in **Requirement 4** of the [Eagle Rank Application](#).
- \_\_\_ 7. Meet with your unit leader to develop your concept for your Eagle Scout Leadership Service Project. Provide your unit leader with the [Unit Leader Checklist](#).  
**Please Note:** Your project **cannot** be of direct benefit to any Boy Scout organization, **cannot** be performed for a commercial business, and **cannot** be a fund-raiser. Funds raised can only be used for materials and supplies needed to carry out the project.
- \_\_\_ 8. Obtain the [Service Project Workbook](#) (18-927) from the CD and fill out the unit leader’s contact information on **Page 1** of the Workbook. Review **Pages 2 and 3** of the Workbook to help get started. Start a three-ring binder for the Workbook and material.
- \_\_\_ 9. Prepare a written description of your project Workbook. Include answers to the questions on **Page 3** in the section “Before you Start”. Note on **Page 4** of the Workbook that you are encouraged to add as many pages as needed to thoroughly complete the Workbook.
- \_\_\_ 10. Discuss the project concept with your unit leader and the representative of the organization that will benefit from your project. Fill out the representative’s contact information on **Page 6** of the Workbook. There is no minimum hours needed for your project, but the hours must be sufficient to clearly demonstrate leadership skills.
- \_\_\_ 11. Prepare a written plan for your project using the outline on **Page 7** of the Workbook including 1) present condition, 2) the method, 3) materials, 4) project helpers, 5) a time schedule, and 6) safety of those carrying out the project.
- \_\_\_ 12. Obtain approval signatures for your plan from 1) the benefactor’s representative, 2) your unit leader, and 3) your unit committee on **Page 9** of the Workbook. The unit committee will want to address any safety, scheduling, or unique resource issues.

- \_\_\_ 13. Contact your District Advancement Chair, or the designated member of the advancement committee, to schedule a meeting to discuss your project and your plan. The District advancement representative will review your project for 1) Valid Benefactor, 2) Feasibility of the Plan, 3) Safety, and 4) Will the project demonstrate leadership? **Please Note:** You **cannot** proceed with your project until the District advancement representative signs **Page 9** of your Workbook.
- \_\_\_ 14. Use **Pages 10 to 12** of the Workbook to record the progress of your project.
- \_\_\_ 15. After your project is completed, obtain approvals for the completed project from your unit leader and the benefactor's representative on **Page 13** of the Workbook.
- \_\_\_ 16. After your project is completed, provide thorough answers to the questions on **Page 4** of the Workbook. Your Eagle Board of Review must judge the quality of your leadership. They will only know about your project and your leadership through the written words in the Workbook, so be thorough.
- \_\_\_ 17. Prepare a statement of ambitions and life purpose, including a listing of positions held and awards received. Take part in a Scoutmaster's conference with your unit leader and complete **Requirement 6** of the [Eagle Scout Rank Application](#).
- \_\_\_ 18. Work with your unit committee to fill out your [Eagle Scout Rank Application](#) and pay special attention to Merit Badge dates in **Requirement 3**. If you have more than 21 Merit Badges make sure that you include Merit Badges used for Star and Life.
- \_\_\_ 19. Complete **Requirement 2** of the [Eagle Scout Rank Application](#) by listing the names of references from which you have requested letters. A [Letter of Recommendation](#) form is included on the CD for Parent/guardian, Religious Leader/Advisor, Teacher/Principal, Employer, and Adult friends. Supply a stamped envelope addressed to your unit leader. Your unit leader should bring the letters unopened to your Eagle Board of Review.  
  
If you do not have a letter of reference from a religious leader, the Council requests that your parents be used as a reference to confirm your "Obligation to God".
- \_\_\_ 20. Sign the back of the [Eagle Scout Rank Application](#) to certify its accuracy and obtain "Personal Signatures" from your unit leader and unit committee chair.
- \_\_\_ 21. Present your completed Eagle application, Life's ambition statement, completed Workbook, and written summary of "Carrying out the Project" to the Council Service Center nearest you for certification. Once the Council certifies your application, you are ready for your Eagle Board of Review.
- \_\_\_ 22. Bring your certified Eagle application, Workbook, project summary plus a copy, and a filled out, but unsigned, [Unit Advancement Report](#) (34403) to your Eagle Board.
- \_\_\_ 23. Contact your District Advancement Chair, or the designated member of the advancement committee, to schedule your Eagle Board of Review
- \_\_\_ 24. Submit your application, signed by the Eagle Board, promptly to the nearest Council Service Center, along with your signed Unit Advancement Report. (Make copies)