

BSA TROOP 76

CHECKLIST FOR SUBMITTING AN EAGLE SCOUT RANK APPLICATION

This document must be used by a Life Scout whose Eagle Scout Service Project has been approved by Scatacook District and has been completed to the satisfaction of the Project beneficiary.

Please review this checklist with your Troop Eagle Advisor and your parents. After completing the steps of this outline, please obtain the required signatures at the end of second page and bring it with you to your Eagle Scoutmaster Conference. Thank you.

- With the assistance of your Troop Eagle Advisor, complete your Eagle Scout Service Project write up using the official Eagle Scout Service Project Workbook or a copy of the workbook. Feel free to include your own supplemental documents and photographs.
- Obtain all required signatures within the workbook. Signatures must be obtained in the order listed and dated chronologically.
- Upon completion of your project you must obtain a signed and dated letter from your project beneficiary acknowledging the completion of the project to their satisfaction. This letter should be included as a supplemental document within your project workbook.
- With the assistance of your Eagle Advisor, complete your Eagle Scout Rank Application. The application must meet with his or her approval. Please note that your Eagle Project completion date is the same as the date your project beneficiary wrote their letter acknowledging the completion of your project.
- Ask the Troop Advancement Chairperson, or your Eagle Advisor, to obtain a copy of your Scouting history as shown in your BSA Council's computer records and a copy of your Scouting history as shown in Troop 76's computer records. Use the two reports to verify the accuracy of your personal Scouting record.
- Make certain that the 21 Merit Badges that you have used to qualify for the Star, Life, and Eagle ranks, as you listed in your Scout Handbook, are the same 21 Merit Badges you have listed in your application.
- Make certain that you own an original Blue Card for each of the 21 Merit Badges you have listed in the application. The dates on the Blue Card are the dates that should be used in the application, even if they disagree with the Council record. Please notify your Troop Advancement Chairperson if there is a discrepancy.
- Discuss and prepare for your Scoutmaster Conference and Eagle Board of Review with your Eagle Advisor.
- After completing your Eagle Scout Rank Application form to the satisfaction of your Eagle Advisor, contact your Scoutmaster and make an appointment for a Scoutmaster Conference.

- Arrive for your Scoutmaster Conference in a neat and clean, full Class A Scout uniform, including your Merit Badge sash. Make certain that all uniform patches, insignia or medals are properly applied or displayed. You should have a Life Rank patch on the uniform shirt pocket. If you wear a badge of office on your shirt sleeve it must represent a position you currently hold. The Merit Badge sash should properly display all the Merit Badges you have earned and should be worn over your right shoulder. Do not wear your Order of the Arrow sash. Bring your Boy Scout Handbook(s), Merit Badge Blue Cards, Eagle Scout Service Project Workbook, and Eagle Scout Rank Application form to the Scoutmaster Conference. Expect the Scoutmaster Conference to take approximately 60 minutes.

- After successfully completing your Scoutmaster Conference contact your Troop Committee Chairperson and make an appointment to meet with him or her. The requirements are the same as for the Scoutmaster Conference.

- Finally, contact Mr. Richard Barton, Scatacook District Advancement Chairperson, and make an appointment to meet with him. You may be asked to bring more than one copy of your Project Workbook and Eagle Scout Rank Application Form. Make certain that you keep a copy of all materials that you bring to this meeting. Otherwise, the requirements are the same as those for the Scoutmaster Conference and Committee Chairperson meetings.

- After review of the workbook and application Mr. Barton will contact either you or your Scoutmaster to schedule your Eagle Board of Review. Your Scoutmaster will accompany you to the Board of Review but his role will be that of an observer. Your Eagle Advisor, or and alternate if your Advisor is unavailable, will represent your Troop Committee and be an voting member of your Board of Review. Expect the Board of review to take approximately 30 to 45 minutes.

- Upon successful completion of your Board of Review, Mr. Barton will sign your Scout Handbook and Eagle Application Form, return your Project Workbook to you, and forward your application through your BSA Council office to the National BSA office in Irving, Texas. Allow four to six weeks for the application to be approved by the National BSA office and returned to your Scoutmaster via the Council office. At that point **you are officially an Eagle Scout!** The effective date of your Eagle Scout rank was the date of your Board of Review. Only now should you begin planning your Eagle Court of Honor. Allow at least eight weeks between the National approval and your Court of Honor.

I have completed the items shown above in the above Checklist:

Eagle Scout Candidate: _____ Date: _____

Troop Eagle Scout Advisor: _____ Date: _____

Candidate's Parent: _____ Date: _____