

## Eagle Scout Application/Package Checklist (updated 1/2021)

Name \_\_\_\_\_ Date \_\_\_\_\_

### Basic Information

- Current version of Eagle Scout Rank application form (Bay-Lakes Council website)
- All entries printed or typed and legible
- Applicant's full name (First/Middle/Last)
- Applicant's complete address; phone number
- Unit Type / Unit # / location of unit in which currently registered
- Dates for Joining a troop, First Class BOR, Star BOR (month/day/year)
- At least four months between First Class and Star BOR
- At least six months between Star and Life BOR
- Life BOR date (month/day/year)
- Six months between Life and Eagle BOR dates
- All four Cub/Webelos questions answered yes/no

### Age Required

- Date of birth
- All requirements completed prior to 18th birthday

### References (form letter on Bay-Lakes Council web site)

- Six reference names and information listed (Five letters, if no employer)
- \*\* Letters received (unopened) from all references
- \*\* Letters opened and reviewed by District Advancement Chair, letters meet standard

### Merit Badges (MB)

- 21 merit badges earned (including **13** from the required list)
- Completion date (mm/dd/yr) and unit number listed for each Merit Badge
- No MB's earned prior to joining or after 18th birthday
- Badges not earned crossed off in No. 7, No. 8, and No. 10
- Any four required mb's earned prior to date of Star BOR
- Total of 6 mb's earned prior to date of Star BOR
- Any seven required mb's earned prior to date of Life BOR
- Total of 11 mb's earned prior to date of Life BOR
- \*\* Advancement reports on file at Council office accurate and up-to-date

### Leadership and Service

- At least 6 months in listed position of responsibility (see req. 4) while a Life Scout
- Dates for position(s) of responsibility: **do not** list 'present' or dates prior to Life BOR; start date needs to be the same as or greater than the Life BOR date
- Eagle Scout Project name, total hours, and date finished entered on application (req. 5)
- Eagle Scout Project Workbook completed with final approvals prior to age 18
- Eagle Scout Project Workbook completed and attached – ALL sections (**Proposal, Project Plan, Fundraising, Project Report**)
- Project Report of workbook clearly explains leadership given in the project
- 'Project Report' Workbook has signatures (1-Eagle Candidate, 2-Beneficiary, 3-Unit Leader)
- Include Eagle Project attachments (e.g., schedules, drawings, pictures, etc)
- Statement of ambitions and life purpose attached (req. 7)
- List of leadership positions, honors, and awards (in date earned order) is attached (req. 7)
- Completed 'Eagle Scout Data and Certificate Delivery Form' (Bay-Lakes Council web site)
- \*\* Scoutmaster enters this info into servicehours.scouting.org

### Signatures (Eagle Scout Rank application)

- Unit Leader/Scoutmaster Conference date (mm/day/year)
- Applicant's signature and date (after completion of all requirements)
- \*\* Scoutmaster / Unit Leader's signature and date (after completion of all requirements)
- \*\* Unit Committee Chair's signature and date (after completion of all requirements)

\*\* Not to be completed by Scout

[http://www.baylakesbsa.org/resources/eagle scout information](http://www.baylakesbsa.org/resources/eagle%20scout%20information)

**To be completed by District Advancement Committee:**

- Eagle Scout Rank Application verification completed by Council Office
- All deficiencies from previous page have been corrected
- References checked and recommendation letters reviewed
- All paperwork verified and approved by the Council Office. The EBOR may be scheduled.
- Eagle Board of Review Completed; application signed and dated

**Items returned to Council Service Center:**

- 1) Eagle Scout Rank Application
- 2) Eagle Scout Data and Certificate Delivery Form
- 3) \*\* Approved Extension Letter, if required (2020)

## 2020 News Updates:

### Scouts that joined in 2019 who were between 16 and 18 on February 1, 2019

See more details at:

<https://filestore.scouting.org/filestore/pdf/Implementation-Details-for-Scouts-BSA-FINAL.pdf>

**COVID-19 Extensions** should include a signed approval letter with the Eagle Scout Rank application. (See sample of below; COVID-19 Extension Approval Letter).

*This approval would have been requested in advance of completing the project.*

Additionally, the scout will need to have YPT completed and have submitted an Adult application if they are older than 18. (See sample of below; COVID-19 Extension Approval Letter)

## CONFIRMATION OF APPROVAL

of Time Extension for Advancement to Eagle Scout Rank

**due to the COVID-19 Emergency**

To Life Scout \_\_\_\_\_ of Troop \_\_\_\_\_, \_\_\_\_\_ District, Bay Lakes Council:

This is to confirm the approval of your request for additional time to complete your requirements for the rank of Eagle due to delays caused by COVID-19 disruptions, subject to the following conditions:

1. You have been granted three months beyond your 18th birthday to complete your remaining requirements – they must be completed before \_\_\_\_\_, 2020.
2. On turning 18 years of age, on \_\_\_\_\_, 2020, you must register as an adult member of the BSA, using participant code UP, and complete Youth Protection Training to continue work on your Eagle Scout requirements.

This approval has been granted on \_\_\_\_\_, 2020 by the Bay Lakes Council Advancement Committee, as authorized by the BSA National Advancement Program Team.

\_\_\_\_\_  
Council Advancement Committee Chairman

\_\_\_\_\_  
Eagle Registrar, Bay-Lakes BSA Scout Office

### Candidate's Agreement

I accept the conditions listed above and will do my best to complete my advancement on schedule.

\_\_\_\_\_  
Eagle Candidate

\_\_\_\_\_  
Date

*This confirmation certificate must be attached to your completed Eagle Scout Rank Application Form when submitted to the council on completion of your requirements.*

*It will confirm your registration and eligibility to advance to Eagle beyond the age of 18.*

*If you encounter any problems or have questions during this time extension period, please call the Bay Lakes Council Service Center at 920-734-5705.*