

## Eagle Scout Application/Package Checklist (updated 1/2024)

### 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 **14** 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. 8, No. 9, and No. 11
- 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 <https://advancements.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)