

# 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 previously been approved in writing by the Scatacook District Advancement Chairperson, and has been completed to the satisfaction of the Project sponsor.*

- Review this checklist with your Troop Eagle Advisor and your Parents. It must be completed, signed on the second page, and brought by you to your Scoutmaster Conference.**
- 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 “before” and “after” photographs.
- Obtain all required signatures within the Workbook. Signatures **must** be obtained in the order listed, and dated chronologically. Signatures dated out of order **will** cause the application to be **rejected** by the District Advancement Committee, and **will delay your Eagle Board of Review**.
- Upon completion of your project, you must obtain a **signed and dated** letter from the project sponsor acknowledging the completion of the project to their satisfaction. This letter must be included as a supplemental document within your project workbook.
- Ask the Troop Advancement Chairperson or your Eagle Advisor to obtain (1) a copy of your Scouting history, as shown in the Council’s computer records, and (2) a copy of your Scouting history as shown in the Troop’s records (from TroopMaster), and use those records to verify the chronological accuracy of your personal Scouting record.
- Make certain that all of the Merit Badges that you used to qualify for the Star, Life, and Eagle ranks (both required and optional Merit Badges), as shown in your Scout Handbook, have been included on your Eagle Application. For Scouts who have completed more than 21 merit badges, this item is **very important** since only 21 badges are required for Eagle - the 21 Merit Badges that you entered in your Handbook **must be the same** Merit Badges that you list on the Eagle Application. Also make sure that the appropriate Merit Badges **are listed on the Eagle Rank page** in your Handbook.
- With the assistance of your Eagle Advisor, complete your Eagle Scout Rank Application. **This includes the essay listed in requirement 6.** The completed application and essay must meet with the Advisor’s approval. Please note that your Eagle Project completion date is the same as the date your project sponsor wrote their letter acknowledging the completion of your project.
- Make certain that you have an original **signed** and **dated** Blue Card for each of the 21 Merit Badges that you have listed on 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 or Troop records. Notify your Eagle Advisor if there is a discrepancy or if any cards are missing.
- Prepare for your Scoutmaster Conference and Eagle Board of Review by discussing them with your Eagle Advisor. Make sure you know the Scout Oath and Scout Law! Otherwise, **you do NOT need to study** for your Scoutmaster Conference or Eagle Board of Review
- After completing your Project Workbook and your Eagle Scout Application to the satisfaction of your Eagle Advisor, contact the 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. You should have a Life Rank patch on your uniform shirt pocket, and the current year's Quality Unit patch on your sleeve. The badge of office on your sleeve must be the position you currently hold in the Troop; if you have completed junior leader training for that position, you must have a "Trained" patch on your sleeve. Your Merit Badge sash should properly display **all** the Merit Badges you have earned and must 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, Eagle Scout Rank Application, **and this Checklist** to the Scoutmaster Conference. Expect the Scoutmaster Conference to take approximately 60-90 minutes.
- ❑ After successfully completing your Scoutmaster Conference, contact the Troop Committee Chairperson and make an appointment to meet with him or her. The requirements are the same as for the Scoutmaster Conference. Expect that meeting to take approximately 20-30 minutes.
- ❑ Finally, contact Mr. Richard Barton, Scatacook District Advancement Chairperson, and make an appointment to meet with him, to give him your completed Project Workbook and Eagle Scout Rank Application. You may be asked to bring more than one copy of your Project Workbook and Eagle Application. 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. **This step MUST take place before your 18<sup>th</sup> birthday; there are NO exceptions.**
- ❑ After review of your Workbook and Application, Mr. Barton will contact you or the Scoutmaster to schedule a time and location for your Eagle Board of Review. If you are driving to your Eagle Board by yourself, make sure you have detailed driving directions. The requirements for your Eagle Board (uniform, handbook, blue cards) are identical to that of the Scoutmaster conference. Your Scoutmaster will accompany you to the Board of Review, and but his role will be that of an observer. Your Eagle Advisor (or an alternate, if your Advisor is not available) will represent the Troop Committee and will be a voting member of the Board of Review. Expect the Board of Review to take approximately 30-45 minutes.
- ❑ Upon successful completion of your Board of Review, Mr. Barton will sign your Scout Handbook and your Eagle Application, return your Project Workbook to you, and forward your application through the BSA Council office to the National BSA office in Irving, Texas. Allow four to six weeks for the application to be reviewed by the National BSA office and once approved, returned to the Scoutmaster via the Council office. At that point **you are officially an Eagle Scout!** The effective date of your Eagle Scout rank is the date of your Board of Review. Only now should be begin planning your Eagle Court of Honor. Allow at least eight weeks between the National approval and your Court of Honor.

**We have read and understand the items included in this Checklist:**

Eagle Scout Candidate:      ✍ \_\_\_\_\_ Date: \_\_\_\_\_

Troop Eagle Scout Advisor: ✍ \_\_\_\_\_ Date: \_\_\_\_\_

Eagle Scout Parent:        ✍ \_\_\_\_\_ Date: \_\_\_\_\_