Life to Eagle Checklist

Eagle requirements 1 through 6 DO NOT have to be completed in numerical order. The sub-requirements for requirement 5 MUST be completed in the order listed in order for the service project to be approved.

FULL LEGAL NAME (Use abbreviations if necessary; must fit within 30 characters, including spaces and punctuation.)

Street address or P. O. box

City, state, zip

Telephone (Including area code)   Email

Troop, crew, ship, or Lone Scout Unit No.

Unit city, state, zip

Date joined Scouts BSA	Date:
Date joined a Varsity Scout team	Date:
Date joined a Venturing crew	Date:
Date joined a Sea Scout ship	Date:
Date of First Class Scout board of review	Date:
Date of Star Scout board of review	Date:
Were you a Cub Scout?	❏yes ❏no
Were you a Webelos Scout?	❏yes ❏no
Did you earn the Arrow of Light Award?	❏yes ❏no
Had you completed fifth grade upon joining?	❏yes ❏no

AGE REQUIREMENT ELIGIBILITY. Merit badges, badges of rank, and Eagle Palms may only be earned by registered Scouts, and qualified Venturers and Sea Scouts. They may earn these awards until their 18th birthday.

Date of birth   Date:

REQUIREMENT

1	❏	Be active in your troop, team, crew, or ship for a period of at least six months after you have achieved the rank of Life Scout.[Ref 1]	Date:
2	❏	Demonstrate that you live by the principles of the Scout Oath and Law in your daily life.	

List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf, including parents/guardians, religious, educational, and employer references. (Must list all six (five if not employed). If not affiliated with an organized religion, then the parent or guardian provides this reference.)[Ref 2] **Someone who has knowledge of the Scout's religious beliefs and how he/she lives these in his/her daily life may provide this reference or the parent/guardian provides this reference. The Scout is not responsible for obtaining any References.**[Ref 3]

			Name	Address	Telephone	E-mail
	1	Parents/guardians				
	2	Religious				
	3	Educational				
	4	Employer (if any)				
	5	Two other references				
	6					

REQUIREMENT

3 ❏ Earn a total of 21 merit badges (10 more than you already have) including 13 of the 17 Eagle required listed on the left.

	Eagle Required	Date earned		Non-Eagle Required	Date earned
1	❏Camping		14	❏	
2	❏Citizenship in Community		15	❏	
3	❏Citizenship in Nation		16	❏	
4	❏Citizenship in World		17	❏	
5	❏Communications		18	❏	
6	❏Cooking		19	❏	
7	❏Emergency Prep* **OR** Lifesaving*		20	❏	
			21	❏	
8	❏Environmental Science* **OR** Sustainability*				
9	❏Family Life				
10	❏First Aid				
11	❏Personal Fitness				
12	❏Personal Management				
13	❏Swimming* **OR** Hiking* **OR** Cycling*				

* Cross out badges not earned. If a crossed-out badge was earned, it may be reentered in 14 through 21.

4 ❏ While a Life Scout, serve actively in your unit for a period of six months in one or more of the following positions of responsibility.[Ref 4] **List only those positions served after Life board of review date.**

Scout Troop: Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, Webmaster, or outdoor ethics guide.

Varsity Scout Team: Captain, co-captain, program manager, squad leader, team secretary, Order of the Arrow team representative, librarian, historian, quartermaster, chaplain aide, instructor, den chief, Webmaster, or outdoor ethics guide.

Venturing Crew: President, vice president, secretary, historian, den chief, treasurer, guide, quartermaster, chaplain aide, or outdoor ethics guide.

Sea Scout Ship: Boatswain, boatswain's mate, purser, yeoman, storekeeper, crew leader, media specialist, specialist, den chief, or chaplain aide.

Lone Scout: Leadership responsibility in your school, religious organization, club, or elsewhere in your community.

Position	Begin Date	End Date
❏		
❏		

5 ❏ While a Life Scout, **plan, develop, and give leadership to others** in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouts of America.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. **You must use the *Eagle Scout Service Project Workbook*, No. 512-927 (latest printing), in meeting this requirement** available at http://www.scouting.org/filestore/pdf/512-927_fillable.pdf. (**Read the entire Workbook before starting.**) This is a "savable form-fill" file Workbook you must use until your Project Report is 100% complete.

REQUIREMENT

5

❑ Find a project - contact your church, school, community parks department or other <u>non-business</u> organization for project ideas. Provide the Navigating the Eagle Scout Service Project, *Information for Project Beneficiaries* to the beneficiary.

❑ Discuss your project with your unit leader or Eagle Mentor for appropriateness and present to the Troop Committee.

❑ If you plan on donations and/or fundraisers <u>other than;</u> yourself, parents or relatives, your troop or chartered organization, parents or members of your troop, or the beneficiary, then the Eagle Scout Service Project Fundraising Application must be submitted. **Note that if your project requires a fundraising application, you do not need to submit it with your Proposal. But it must be submitted & <u>approved</u> before any fundraising can occur.**

❑ Complete the information requested in the "Eagle Scout Service Project <u>Proposal</u>" including "Contact Information" (Workbook "Proposal Page B"). The BSA *Guide to Safe Scouting* and *Age Guidelines for Tool Use* are important resources for safety and can be found at http://www.scouting.org/filestore/pdf/34416.pdf & https://filestore.scouting.org/filestore/healthsafety/pdf/680-028.pdf. It's advisable to have your parents, teachers, and/or unit leaders read over your "Project Proposal" to advise of errors to be corrected.

❑ **Candidate's Promise:** Sign & date the *Eagle Scout Service Project <u>Proposal</u>*.

❑ Obtain beneficiary representative approval signature & printed name (Workbook "Proposal Page E").

❑ Present *Eagle Scout Service Project <u>Proposal</u>* to your unit leader or Eagle mentor and unit committee member for their approval and signatures & printed name (Workbook "Proposal Page E").

❑ Submit workbook "Eagle Scout Service Project <u>Proposal</u>" to the Colonial Virginia Council (CVC) Scout Shop for approval. **CVC registrar office number is 757-595-3356.**

❑ CVC will sign and notify the Scout that "Project <u>Proposal</u>" is approved, ready for pickup and that you can proceed with project execution. Retrieve your approved "Project Proposal" from CVC Scout Shop.

❑ Use the "Eagle Scout Service Project <u>Plan</u>" to help attain a successful project outcome by completing information requested in the (Workbook "Plan Pages A – E") of *Eagle Scout Service Project Workbook*. This is optional but highly recommended. Then execute your "Project <u>Plan</u>." Remember to keep track of <u>all</u> hours spent on project, Scout, Beneficiary, consultants, volunteers (registered or not), & include travel time.

❑ Complete the information requested in the *Eagle Scout Service Project <u>Report</u>* (Workbook "Project Report Pages A – C") of the *Eagle Scout Service Project Workbook*. It's advisable to have your parents, teachers, and unit leaders read over your "Project Report" to advise of errors to be corrected.

   ❑ Eagle candidate's signature & date (Workbook "Project Report Page C").
   ❑ Beneficiary representative's signature, printed name, & date (Workbook "Project Report Page C").
   ❑ Scoutmaster's signature & printed name, & date (Workbook "Project Report Page C").

6	❑ Participate in a unit leader conference.	Date conference was held

Once Eagle requirements 1 through 6 are completed, this process MUST be followed in the order given to ensure all steps are taken to earn the rank of Eagle Scout.

❑ While completing the Eagle Scout Service Project, verify with Internet Advancement or the CVC <u>registrar</u> that all ranks and merit badges are properly recorded at the council office. The CVC office <u>registrar</u> number is 757-595-3356. **Have your Unit Advancement Chair correct if necessary.**

❑ Obtain the *Eagle Scout Rank Application*, **BSA publication No. 512-728** (only latest printing is accepted) available at http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf. This is a "savable form-fill" file.

❑ Read over and familiarize yourself with the application and gather all paperwork and materials needed to complete the application (most of the information should already be on this checklist).

❑ Complete the application up to and including Requirement 6.
Project name: _____   Date project finished _____
Grand total of hours:_____(from Eagle Scout Service Project Workbook—for statistical purposes only)
Certification By Applicant (In preparation for your board of review, prepare and attach to your *Eagle Scout Rank Application* a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service). The personal statement is to be TYPED, <u>NOT</u> handwritten. As it is a separate sheet, the candidate's name and unit number must be included.

Life to Eagle Checklist

REQUIREMENT

- ❑ **Certification By Applicant** Sign & date the *Eagle Scout Rank Application*.
  Unit Approval Take the completed application, along with the written statement and the project workbook,
- ❑ to your unit leader (Scoutmaster, Advisor, or Skipper) and unit <u>committee chairperson</u> for their dated signatures.
- ❑ **MAKE PHOTOCOPIES OF EVERY PIECE OF PAPERWORK YOU ARE SUBMITTING!**
- ❑ Take the appropriate paperwork (following) to the CVC Scout Shop. A binder is most advisable but not required but some method to keep papers together is necessary, a paperclip is not advisable.
  - ❑ Eagle Scout Rank Application.
  - ❑ Written statement of ambitions, life purpose, and leadership experience (Requirement 6).
  - ❑ Merit badge blue cards and merit badge printout from Unit Advancement Chairperson <u>is not required.</u>
  - ❑ The advancement and leadership reports from Unit Advancement Chairperson <u>are not required.</u>
  - ❑ FULLY completed Eagle Scout Service Project Workbook (include Tour Plans, flyers, Fundraising Application, etc.).
  - ❑ A Unit Advancement Report for any just completed merit badges and/or advancement corrections if not already recorded.
- ❑ When the CVC has verified and accepted the Eagle application, the Council will notify the First Colony District (FCD) Advancement Chairperson to schedule an Eagle Scout Board of Review which will be communicated to the candidate by the FCD Advancement Chairperson. A unit leader should introduce candidate **(NOT A PARENT)** to the Board of Review.
- ❑ Recommended to wear FULL Class A to the Eagle Scout board of review or wear church casual. **See Note "A."** Bring your Scout Handbook for board of review signature.

7	❑	Successfully complete an Eagle Scout board of review. (This requirement may be met after age 18.) The pink copy of the *Unit Advancement Report* goes to unit leader. Parents & guest are welcome during the congratulatory end. **CONGRATULATIONS! YOU HAVE COMPLETED YOUR EAGLE SCOUT BOARD OF REVIEW!**

- ❑ The *Eagle Scout Rank Application* & the *Unit Advancement Report* are returned to the CVC by the FCD Advancement Chairperson. Council notifies the National Council office for final approval.
- ❑ National Council office gives final approval, along with the Eagle Scout credentials to the CVC office. Council will then notify the Unit Leader the Eagle credentials are ready for pickup.
- ❑ The new Eagle Scout retrieves the Eagle credentials from the CVC Scout Shop.
- ❑ The Eagle Scout, his/her family, and/or unit plan and carry out the Eagle Scout Court of Honor per unit procedure.

Note A: The BSA Field Uniform (Class "A") is the official BSA shirt with patches (including the Life rank patch) applied on the proper places (as shown in the Scout Handbook or uniform inspection form). Any Scouting belt is acceptable. The merit badge sash is considered part of the uniform and should be worn over the right shoulder (not on the belt). The neckerchief and pants are unit options so the Scout should comply with his/her unit's Field Uniform guidelines. The Order of the Arrow (OA) sash is only authorized during OA activities, so it is not be worn at the Eagle Board of Review. If a BSA Field Uniform (Class "A") is not available, the Eagle candidate may wear church casual attire.

**References can be found in the BSA's *Guide to Advancement 2019*

- *Ref 1*   4.2.3.1 Active Participation
- *Ref 2*   9.0.1.3 Complete the Application, red-flag item 3
- *Ref 3*   9.0.1.7 References Contacted
- *Ref 4*   4.2.3.4 Positions of Responsibility