

Eagle Scout Application Checklist



Follow this checklist in preparing your Eagle Scout rank application to make sure you have all the required information and to avoid some of the common mistakes that cause applications to be delayed.

- _____ Current application (Use form dated 2017 or later. Current fillable form is available on council website)
- _____ All information is legible and printed in ink or typed
- _____ Applicant's FULL LEGAL NAME spelled correctly and legible.
- _____ Home address, telephone number and e-mail
- _____ Unit type, unit number, city, state and zip code (no abbreviations)
- _____ Dates of entry in Scouting, First Class, Star and Life Board of Review dates (month/day/year)
- _____ Date of birth (Merit badges, leadership, service project, and SM Conference before 18th birthday)
- _____ No merit badges earned prior to "Date became a Boy Scout"
- _____ Webelos Scout and Arrow of Light questions answered (most Scouts have NOT finished 5th grade when they join)
- _____ At least four (4) months between First Class Scout and Star Scout board of review
- _____ At least six (6) months between Star Scout board of review and Life Scout board of review
- _____ Req. #1 - At least six (6) months between Life Scout board of review and Eagle Scout board of review
- _____ Req. #2 - Six (6) references listed (five if no employer). List address, phone and email. All blank reference letters have been delivered to references
- _____ Req. #3 - 21 Merit Badges earned (Month/Day/Year) and corresponding unit number.
- _____ Four (4) required Merit Badges earned prior to Star Board of Review date _____
Merit Badges: _____
- _____ Three (3) additional required merit badges (7 total) prior to Life Scout Board of Review date _____
Merit Badges: _____
- _____ Req. #4 - Serve actively for a period of 6 months in one or more positions of responsibility between Life Scout and Eagle Scout Board of Review dates. (Note acceptable positions listed on Eagle Application in requirement 4).
- _____ Req. #5 - Eagle Scout Service Project name, completion date, and total hours worked. Completed between Life Scout and 18th birthday
- _____ Req. #6 – Statement of ambitions and life purpose attached. Please put name and troop # on statement.
- _____ Req. #6 - Unit leader conference date. (Must be held prior to 18th birthday)
- _____ Applicant's signature, phone number and date
- _____ Unit leader's signature, phone number and date
- _____ Unit committee chair's signature, phone number and date

Note: If Board of Review is three (3) to six (6) months after applicant's 18th birthday, it must be pre-approved by the council Boy Scout advancement committee. If board of review is to be conducted more than six (6) months after applicant's birthday, you are required to petition the national Advancement Team with the assistance of the Potawatomi Area Council.