

# **Earning the Rank of Eagle Scout**

## **2026 BSA Requirements**

Prepared by: Ed Marek

**\*Please note the Resource Section at the end**

To advance to Life Scout then onto Eagle Scout you must complete the following:

### **Life Rank requirements:**

To advance from a Star Scout to a Life Scout you must complete the following:

1. Be active in your troop for at least six months as a Star Scout.
2. As a Star Scout, demonstrate Scout spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God and how you have lived the Scout Oath and Scout Law in your everyday life.
3. Earn five more merit badges (so that you have 11 in all), including any three additional badges from the required list for Eagle. You may choose any of the 18 merit badges on the required list for Eagle to fulfill this requirement. See Eagle rank requirement 3 for this list.
4. While a Star Scout, participate in six hours of service through one or more service projects approved by your Scoutmaster. At least three hours of this service must be conservation-related.
5. While a Star Scout, serve actively in your troop for six months in one or more of the following troop positions of responsibility (or carry out a Scoutmaster-approved leadership project to help the troop).

**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, bugler, junior assistant Scoutmaster, chaplain aide, instructor, webmaster, or outdoor ethics guide.

6. While a Star Scout, use the Teaching EDGE method to teach another Scout (preferably younger than you) the skills from ONE of the following choices, so that the Scout is prepared to pass those requirements to their Scoutmaster's satisfaction.
  - a. Tenderfoot 4a and 4b (first aid)
  - b. Second Class 2b, 2c, and 2d (cooking/tools)
  - c. Second Class 3a and 3d (navigation)
  - d. First Class 3a, 3b, 3c, and 3d (tools)
  - e. First Class 4a and 4b (navigation)
  - f. Second Class 6a and 6b (first aid)
  - g. First Class 7a and 7b (first aid)

- h. Three requirements from one of the required Eagle merit badges, as approved by your Scoutmaster.
- 7. While a Star Scout participate in a Scoutmaster's conference.
- 8. Successfully complete your board of review for the Life rank.

### **Eagle Rank requirements:**

To advance from a Life Scout to an Eagle Scout you must complete the following:

1. Be active in your troop for at least six months as a Life Scout.
2. As a Life Scout, demonstrate Scout Spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God, how you have lived the Scout Oath and Scout Law in your everyday life, and how your understanding of the Scout Oath and Scout Law will guide your life in the future. List on your Eagle Scout Rank Application the names of individuals who know you personally and would be willing to provide a recommendation on your behalf, including parents/guardians, religious (if not affiliated with an organized religion, then the parent or guardian provides this reference), educational, employer (if employed), and two other references.
3. Earn a total of 21 merit badges (10 more than required for the Life rank), including these 13 merit badges: (a) First Aid, (b) Citizenship in the Community, (c) Citizenship in the Nation, (e) Citizenship in the World, (f) Communication, (g) Cooking, (h) Personal Fitness, (i) Emergency Preparedness OR Lifesaving, (j) Environmental Science OR Sustainability, (k) Personal Management, (l) Swimming OR Hiking OR Cycling, (m) Camping, and (n) Family Life.  
You must choose only one of the merit badges listed in categories i, j, and l. Any additional merit badge(s) earned in those categories may be counted as one of your seven optional merit badges used to make your total of 21.
4. While a Life Scout, serve actively in your troop for six months in one or more of the following positions of responsibility.

**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.

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 Scouting America.) A project proposal must be approved by the organization benefiting from the effort, your Scoutmaster and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, Scouting America publication No. 512-927, in meeting this requirement. (To learn more about the Eagle Scout service project, see the Guide to Advancement, topics 9.0.2.0 through 9.0.2.16.)

6. While a Life Scout, participate in a Scoutmaster conference.

**Note** - 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.

7. Successfully complete your board of review for the Eagle Scout rank. (This requirement may be met after age 18, in accordance with Guide to Advancement topic 8.0.3.1.13)

### **Eagle Leadership Service Project:**

- Your project must perform meaningful service. It may be to any religious institution, any school, or your community.
- You must show planning and demonstrate leadership.
- You must recruit volunteers to work on your project.
- There is no requirement on number of hours to your project.
- You must use the current BSA Eagle Scout Leadership Service Project Workbook

<https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/>

### **Project Workbook: What to do first**

- You must use the current BSA Eagle Scout Service Project Workbook, FEBRUARY 2023 edition. This version can be found at the end.
- Open a line of communication with your Scoutmaster or an adult leader in your troop and start discussing possible project ideas; scouts- this is your responsibility and shows your desire to becoming an Eagle Scout.
- Describe the project you plan to do.
- Answer the question "Who will benefit from the project".
- How does the project benefit the recipient?
- Project details – plan your work by describing the present condition, the method, materials to be used, project helpers and time schedule to carry out your project.
- It is advised, include a sketch of your project with measurements.
- It is advised, include photos and maps of the area before you have approval. Note that this is very helpful in most projects.
- Reflect on what of yourself you will embed in the project- how will you make it your own?
- The project must be approved by the benefiting organization or group, by your Unit Leader/Scoutmaster, a member of the Troop Committee/Committee Chair and then lastly approved by the District Eagle Coordinator before starting. All signatures must be on the

exact same project description. If any changes occur after you receive any signature, you may need to go back and update those who have signed your workbook.

- Do not go to your District Eagle Coordinator alone; you will be asked to have your parent/guardian or adult scout leader attend with you.
- Remember to give your beneficiary the document "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries." This is found at the end of the Eagle Scout Service Project Workbook.

#### **What Not to Do:**

- Begin a project before you have your Life rank.
- Do not begin work on your project before all required signatures have been acquired regarding your Eagle Project Proposal.
- You cannot share a single project with another scout. New projects can connect to an already completed project. One Eagle candidate – one project.
- Propose a project for a profit-making organization/business.
- Propose a project on any Scouting America, Scouts BSA property or directly for Scouting America.
- Do not choose a project that is of routine labor. Some examples of what routine labor is; cutting the schools grass, raking leaves at your place of worship, washing windows at a school. These can be part of the project, just not be the only part of the project.

#### **What to do:**

- Consult your Scoutmaster or an adult leader in your troop while selecting a project and when developing your proposal.
- Choose a project you will be proud of. In other words, make this count for something; be proud of the project idea.
- Select a project that stretches your abilities.
- Create a ledger of hours: This begins when you start to put a project idea in motion. Keep track of all your time and that of any volunteers, helpers, adults, scouts or Scouts BSA adults that help you, including those whom you meet with in regard to the project. We strongly suggest that you note your time as it happens. This will save you a lot of time at the end of the project. It captures the information the BSA Eagle Scout Service Project.

#### **Workbook will require:**

- Document your project from the start. This should include photos of before, during and after the project. This may also include maps and current aerial photos from the internet.
- The Scoutmaster should be kept informed as the project proceeds after the proposal is signed.

- The Scoutmaster should be invited to all workdays. If the Scoutmaster cannot attend, they may ask another adult to go. The reason is that the Scoutmaster's signature is required at the end of the project. For the Scoutmaster to be able to sign off on the project they need to have the knowledge that the scout demonstrated leadership and has met the requirements of an Eagle project.

### **Important to remember:**

- When you have a discussion with the project beneficiary, if they hand you a complete idea, in other words an idea that they put everything together, this shows no planning on your behalf and in its current condition cannot be approved. They can present you with an idea but what needs to take place is a discussion where you put your ideas into the planning, give your opinion and make it count. It can be as simple as: the type of stone to be used, the color of paint, the length of the trail, the design of the benches or tables, the type of flowers/bushes/trees, the quantity of items collected.
- Current Safeguarding Youth Training (SYT), formally known as Youth Protection Training (YPT) requires two BSA Registered Adults with current up to date training at all Scouts BSA activities including Eagle Scout projects. It is the responsibility of the scout, with help of the troop, to follow this rule. Furthermore, a female BSA Registered Adult with current SYT is required when female scouts are present.
- Eagle Project Write Up: Once the Proposal is signed you can begin your project. You also can work ahead in the workbook where appropriate. Do not wait until the end of the project to start your write up as it can be overwhelming or information may be lost such as issues, problems, changes, or successes that occurred during your project that should be noted.
- When in doubt remember to call either your Scoutmaster, an Adult Leader, your Eagle Coach or District Eagle Coordinator and discuss your idea.
- Scouts - remember that communication is very important, and it begins with you. Give your Scoutmaster and/or Eagle Coach updated reports as you progress through your project, this means the before, during and after project phases.

### **Project Checklist:**

- Is the Project description and Plan section complete?
- Do I have signatures from the following people: Benefiting Organization Rep, Unit Leader/Scoutmaster, troop committee member/Committee Chair and District Eagle Coordinator?
- Are records of the project progress complete?
- Is there a record of all the people who worked on the project and how much time they worked and when?
- Are the tour permits included?

- Is there a record of donated and/or purchased materials including your budget?
- A copy of the approved fundraising form if applicable.
- Was there any fundraising done to purchase materials or supplies, are the fundraising records complete, and are all moneys and materials accounted for? All funds raised should go to the troop treasurer or beneficiary for disbursement of funds for reimbursement.
- Were there any changes from the original project, if so, are they recorded?
- Are there before, during and after photos? Everyone should have photos.
- Are there any pertinent records, receipts, or flyers relating to the project enclosed?
- Reference Letters should have been sent to or handed out to the individual's a letter is being requested from. All letters must be turned in or mailed to the Potawatomi Area Council Service Center. Scouts you must never see these letters, only your Board of Review will see them.

<https://www.pacbsa.org/wp-content/uploads/2025/03/Eagle-Reference-Form-Fillable-2025.pdf>

- Official checklist:

<https://www.pacbsa.org/wp-content/uploads/2025/03/Eagle-Scout-Rank-Checklist-2025.pdf>

#### **Service Project Ideas- A brief list of some successful projects used by other scouts:**

- Build a Playground
- Pond clean-up
- Build shelters for the Wildlife Preserve or Conservation group
- Build picnic tables and/or benches for community park
- Hearing aid, eyeglass or clothing drive for local shelter
- Recycling drive
- Toy drive for the local shelter
- Book drive for the library
- Plant trees in a park or along a bike path
- Paint mile markers on a bike path and clear brush along the way
- Area trail maintenance, repair, building
- Build bat and/or owl houses
- Clothing drive for homeless
- Toiletry items for in need shelters
- The internet has thousands of project ideas, your project does not need to be original
- Still looking for a project idea; check with your school, church, local American Legion post, local VFW post, DNR, local community government or talk with your Scoutmaster or Committee Chair.

### **Eagle Project Finances:**

- There is a fundraising form in the Eagle project workbook, you will need to use this application and have it approved by your project beneficiary, Scoutmaster and the District Eagle Scout Coordinator if you plan to actively seek monetary and/or material donations of \$1000 or above from any business or person other than you, parents, siblings, family, families in your troop, your troop or the beneficiary of your project. Non solicited donations for your project are exempt from using this form. Approved form must be in your hand before beginning your fundraising activity.
- BSA Guide to Advancement Section 9.0.2.10 states the handling of funds raised and clearly states: " Once collected, money raised must be turned over to the beneficiary or the candidate's unit until needed for the project. If the unit receives the funds, it must release any excess to the beneficiary once expenses have been paid. If the beneficiary is not allowed, for whatever reason, to retain any excess funds, supplies, or materials, the beneficiary should be asked to designate a suitable charity to receive them or allow the unit to retain the funds. The unit must not influence this decision.

### **Troop 49 allows monetary funds from your scout account may be used to pay for:**

- The troop treasurer must be notified of this intent before proceeding.
- Eagle Project Expenses.
- Eagle Ceremony Expenses – including expenses for the ceremony if the ceremony occurs after the scout's 18th birthday – the treasurer must be notified of this intent before the scout's 18<sup>th</sup> birthday and the scout will be given a 6-month grace period after their 18th birthday.

### **Project Fundraising Application:**

- When fundraising activity is needed for your project and the amount is over \$1000 the Eagle Candidate will fill out the fundraising form found in your eagle project workbook
- This form should be filled out and signed by the beneficiary rep and scoutmaster.
- Final approval will be by your District Eagle Coordinator.
- Do not begin your fundraising activity until you have the approved application in hand.

### **Crowd Funding:**

- The use of crowdfunding websites though discouraged is not prevented by BSA.
- The reason is the crowdfunding host will take a percentage of your funds for hosting the activity and they are difficult to end or shut off on a given date or time.
- Also, dispersal of funds may be difficult to secure. It is important that someone in a position of responsibility reads and understands the website's "fine print" before beginning this option.

- The account must be set up under the beneficiary's Tax ID#, with all funds going directly to the beneficiary.
- The beneficiary organization is responsible for following all IRS guidelines regarding donations, including issuing contribution statements and refunding donor money if needed.
- The Eagle candidate may create and promote the crowdfunding site, but it must be registered under the beneficiary's Tax ID#.

### **Eagle Application Recommendations / Letters of Reference:**

- On the Eagle Scout application requirement 2 states: "As a Life Scout, demonstrate that you live by the principles of the Scout Oath and Scout Law in your everyday life and tell how you have done your duty to God. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf."
- Some questions scouts have and what to do:
- "Who can be placed on this list? Four reference letters are needed. Parents are strongly discouraged from serving as references, Unit Leader (your Scoutmaster) and Committee Chair are not permitted as references. All others are okay to act as your reference.
- Letters of reference are a convenience to your board of review; Potawatomi Area Council has made the choice to ask for these letters. Letters should be sent out as early as possible. A copy of the letter request is found:

<https://www.pacbsa.org/wp-content/uploads/2025/03/Eagle-Reference-Form-Fillable-2025.pdf>

- It is the scout's responsibility to see that the letters go out to the people from whom they are seeking a reference.
- The top of the letter should be filled out by the scout with their personal contact information and handed to the individual that is being asked to write the letter, include an envelope addressed to the Potawatomi Area Service Center office, and include a stamp on the envelope.
- Explain to the individual the purpose of the letter is and ask that it be filled out and returned to the Council office as soon as possible.
- Scouts, parents and troop leaders can call the Council office to inquire about letters they have received.
- The Council office will keep your letters until the District Eagle Coordinator picks them up for your board of review.
- The scout and troop **will not** see these letters; they are only for the members of the board of review.

### **Paperwork Submission to the Council office - You need to include the following paperwork:**

- The "Eagle Application" - The Eagle Application needs to be signed by the Scoutmaster and Troop Committee Chair; all dates filled in.

- A written statement about your life ambitions and goals including your leadership history.
- A list of four people sending in letters of recommendation (Scout and troop leaders are not permitted to view any and all letters submitted).
- All papers relating to your project.
- Pictures; before, during and after.
- Before dropping off your Eagle documents you must call the Council office and make an appointment.
- The one binder (printed in “color” for photos) and 3 additional black and white copies should be turned into the Potawatomi Area Council office. Once checked by the Council office, all of your paperwork will be sent to the District Eagle Coordinator.

#### **Accuracy of Dates:**

- The dates on your Eagle application must match the dates in the BSA National database; this is the same information that is found on Scoutbook. It is the responsibility of the Scout to review and confirm that all information is accurate.
- Potawatomi Area Council will use the information on Scoutbook as the official information.
- Print out your Individual Scout Record from Scoutbook and compare it with the dates and other information in your Scout Handbook.
- If any information differs, you need to contact the Troop Advancement Chair or the Council Service Center and ask for help. You must give adequate time to correct the errors. Be sure to use only correct dates on your Eagle application.

#### **The following reasons can cause your paperwork to be held up or rejected:**

- You must have four months between the ranks of 1st Class and Star.
- You must have six months between the ranks of Star and Life.
- You must have a minimum 14 Eagle required merit badges.
- You must have a minimum 7 elective merit badges of your choice.
- You must have a minimum 21 completed merit badges.
- You must have service in a position of responsibility for at least six months as a Life Scout. Acceptable positions are listed in your scout book and on page 2 of the Eagle Scout application.
- You must complete all Eagle requirements, and have your Scoutmaster conference, and all signatures on your Eagle Application completed by your 18th birthday.
- Though timeliness is important turn in your complete Eagle workbook and write up, this may take place after your 18<sup>th</sup> birthday for up to the 24-month cut-off.
- You will need to have your board of review completed within 24 months after your 18<sup>th</sup> birthday.

- If an age extension is needed this must be done prior to the scout's 18th birthday. This will take time and there are limited reasons for this request and approval. Scouts seeking this must contact the Council office.

### **Eagle Board of Review Process:**

- Once Council has approved the application and paperwork, it is forwarded to the District Eagle Coordinator.
- The District Eagle Coordinator contact the scout to schedule the Eagle Board of Review.
- The District Eagle Coordinator will determine who sits on your Board of Review.
- You need to present yourself to your Board of Review in a scouting manner. Do your best to be in as complete of a Scout uniform as you have, appearance reflects you. This should include your merit badge sash. If you are a member of the Order of the Arrow, do not wear your OA sash as this is not an OA event. OA pocket flap patch and level indicator are good.
- Do your best to answer all questions in detail. Questions can be about your Eagle service project, your Scouting history, school, who you are. There is no set list of questions used by your board of review.
- Any adult member from your troop; including your Scoutmaster, Assistant Scoutmaster will not be a member of your board of review. Committee members from your troop may be allowed to sit on your board only by invitation by the District Coordinator.
- Your Scoutmaster and your parents are encouraged to attend your Board of Review. The members of the Board of Review may choose to speak with your Scoutmaster and parent(s) separately and in private. You may choose to have your Scoutmaster join you during your Board, but only for moral support. This is up to scout. During your interview you are the only one talking with the Board, not your Scoutmaster.

---

### **Western Trails District Eagle Coordinator:**

Mrs. Sherrie Flemming

Phone: (262) 303-1236

Email: [S\\_gosbee@yahoo.com](mailto:S_gosbee@yahoo.com)

### **Delafield American Legion Post 196 Contact for Eagle project ideas at the Post:**

Charter Executive: Mr. Ed Marek

Phone: (262) 327-2776

Email: [epmarek1978@gmail.com](mailto:epmarek1978@gmail.com)

**Resources:**

**Life to Eagle Presentation** – Biannually our Council hosts this free workshop; it is recommended scouts, parents, and troop leaders attend.

- If you are not able to attend the presentation, and would like to, contact the Council office and they will put you in touch with a representative from the Council Advancement Committee to provide a personal presentation for you and your troop Life Scouts.
- Your Troop 49 Scoutmaster and Adult Leaders HIGHLY VALUE this training, and strongly recommends attendance.

**Potawatomi Area Council:**

Eagle Scout Rank Section:

<https://www.pacbsa.org/advancement/>

**Scouting America:**

<https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/resources/>

**National Eagle Scout Association (NESA):**<https://nesa.org/>