

Life to Eagle Checklist

Eagle Scout candidates, parents and leaders assisting the Eagle candidate on their trail to Eagle Scout should use the following checklist. If you have questions, please talk to your Unit Leaders, District Eagle Advancement Chair or contact the Council Advancement Clerk at carol.weinrich@scouting.org.

EAGLE SCOUT PROJECT

__ When the rank of Life Scout has been achieved, the Eagle candidate needs to obtain a copy of the “Eagle Scout Service Project Workbook”. The workbook may be downloaded off the Council website at www.ciebsa.org, and is located Advancement > Eagle Scout Resources > Eagle Scout Project Workbook. The workbook must be saved to your computer, and then can be opened and edited.

__ The candidate and their parents or guardians should review the entire workbook for directions and information before meeting with the Unit Leaders to propose a project.

__ The candidate meets with their unit leader; Scoutmaster, Crew Advisor, Skipper, and/or the unit advancement chair or the project coach (a coach is optional) where a discussion takes place to identify possible Eagle projects.

__ **Project Proposal:** After a project has been identified, the Eagle candidate writes their project proposal in their workbook. Also, see note below on **Final Plan**.

__ The candidate meets with the representative of the benefiting organization (Beneficiary) to discuss and receive approval of the project proposal.

__ Give the Beneficiary a copy of the information sheet “Navigating the Eagle Scout Service Project” from your workbook.

__ The candidate meets with their unit leader and a member of the Unit Committee for approval signatures.

__ The candidate schedules a meeting with the District Eagle Chair to present their Eagle project proposal and obtain approval signature. If you need the Eagle Chair’s contact information, check with your unit leaders, or call or email the Council Office.

Note – No work may begin on the project before approval is obtained from the District Eagle Chair, District Advancement Chair or their designee.

__ **Final Plan:** May be completed before or after the project has been approved. May show final plan to the Beneficiary when obtaining their approval.

__ For fundraising, read the information page. If fundraising is needed, complete the application and include a list of prospective donors and what they will be asked to donate. Contact the District Executive or Council Office for approval.

__ Once the project has been completed, the Eagle candidate completes the final pages of the workbook and obtains the beneficiary approval signature.

__ The candidate meets with their unit leader to review the project. If all is in order, the unit leader and Eagle candidate sign the workbook. The meeting between the Eagle candidate and unit leader is to review the project and discuss how the project was completed. If the project goal was not completed, the unit leader should instruct the Scout on ways to complete the project as planned.

__ Final approval for a successful project happens at the District Eagle Scout Board of Review.

EAGLE SCOUT RANK APPLICATION

__ For your application, export the Eagle Scout Rank Application from Scoutbook. The Scoutbook PDF will **prepopulate** with key data including the Scout’s name, address, BSA ID number, rank advancement dates, and merit badges. The Scout or parent should log into Scoutbook.

1. To export the application, from the main menu (My Dashboard) select **My Family / Scout's Name > Reports > Eagle Application**. See the [Scoutbook help file](#) for more details and instructions.
2. Once downloaded, you can correct or add any missing information into the fillable PDF.

__OR download the most **recent edition** from the Council website www.ciecbasa.org. This is a fillable pdf. It is preferred for application to be typed.

__A conference (req #6) is held between the Eagle candidate and the unit leader; Scoutmaster, Crew Advisor, or Skipper depending on the unit where they are currently registered. After the conference is held, the date is entered in the conference date box. (Note: this conference does not necessarily need to occur after the Eagle Scout project, it can happen anytime between Life and Eagle.)

__It is required that all requirements for the Eagle Scout rank, except the Eagle Board of Review, be completed before the candidate's 18th birthday. The application **does not** need Council verification before the candidate's 18th birthday.

__**After** the candidate has completed requirements #1-6 on the application, they meet with their unit leader and Committee Chair to review the application to ensure all information is filled in and is correct.

__The candidate signs and dates the completed Eagle Scout Rank Application using blue or black ink. Must be an actual signature.

__The candidate then obtains the signature and date of the unit leader and Committee Chair. Must be an actual signature or a verified DocuSign signature.

__The application is emailed as a PDF attachment to Council Advancement Clerk, Carol Weinrich (carol.weinrich@scouting.org), for verification. If all is in order, the Council will sign and email the application back to the candidate.

~**The candidate does not need to include their Project Workbook, or Statement of Ambitions and Life Purpose when having the application verified by the Council Office.**~

EAGLE SCOUT BOARD OF REVIEW

Note – DO NOT schedule your Board of Review until you have received the Council verification signature.

__The Eagle candidate will schedule their District Eagle Scout Board of Review by calling or emailing the District Eagle Chair or board scheduler. The contact information is provided by the Council and is returned with the Eagle Scout Rank Application.

__*It is preferred a Scout be in full field uniform for any Board of Review.* As much of the uniform as the Scout owns should be worn, and it should be as correct as possible, with the badges worn properly. It may be the uniform as typically worn by the Scout's Troop, Crew, or Ship. If wearing all or part of the uniform is impractical for whatever reason, the candidate should be clean and neat in appearance and dressed appropriately, according to the Scout's means, for the milestone marked by the occasion.

__If the candidate does not meet the requirements, they will be told the reason(s) for failure to qualify. A discussion should be held with them as to how they may meet the requirements within a given time period. If appropriate, a new date is selected for a Board of Review.

__Immediately after the Board of Review, the Board Chair signs the Eagle Scout Rank Application. The members of the board sign a properly completed Advancement Report. The Eagle Chair or designee will forward the Eagle Scout Rank Application and Advancement Report to the Council Office.

__The Council Office will obtain the Scout Executive's approval and forward the paperwork to the National Office.

EAGLE SCOUT CERTIFICATE

__The National Office will review and approve the Eagle Scout application and produce an Eagle Scout certificate that is forwarded to the Council Office. This procedure may take 4 to 6 weeks.

__The Council Office will notify the Scout and unit leader when the Eagle certificate is ready for pick up.

__The Eagle Scout award may now be purchased, and the unit may now hold a Court of Honor to present the award.