

COMPLETED EAGLE SCOUT APPLICATION & BINDER CHECKLIST

NOTE – this checklist MUST be signed by the Scoutmaster and MUST be included with the Eagle Scout candidate's completed Eagle Scout binder when it is given to the Council Registrar at the Scout Service Center.

Scout SM

Updated: 02/01/22

(Please check the box once you know that an item has been addressed.)

- Your original, in-color, Eagle Scout application (2 sides). All information is **typed** and legible.
- Use your “full legal name” (including middle). Do not use any initials. (If you do not have a middle name, please state that on a sticky note and place the note on your application.)
- Full dates **must** be used where requested – month, day, and year.
- The date you joined Scouts BSA should be the date of your first unit meeting – **not** the date you earned your Scout badge (unless it happens to be the same).
- The dates for your 1st Class, Star and Life ranks must be your actual Board of Review dates, not the dates of your Courts of Honor.
- There **must** be “at least four months” between First Class and Star rank.
- There **must** be “at least six months” between Star and Life rank.
- You must submit “sealed” letters of reference from **all** of the people **you listed on the front** of your application as references. Place your **sealed** reference letters inside the front cover of your binder.
IMPORTANT: If you are affiliated with an organized religion, your religious reference should be provided by an official of the organized religion. If you do not know an official of your religious organization well enough to request a reference, your parent or guardian may provide your religious reference. If you are not affiliated with an organized religion, your parent or guardian must provide this reference. Only an official of your religious organization or your parent or guardian can provide a religious reference for you. If your parent or guardian provides your religious reference, they must also prepare a separate parent/guardian reference, the 2 letters cannot be combined.
- The four “required” merit badges you earned for your Star rank, and the three “required” merit badges you earned for your Life rank, **must** be among the twenty-one badges you list on your application.
- No merit badges should have a date earlier than your joining date.
- Make sure you fill in the unit number where you earned each merit badge.
- For merit badge numbers 7, 8 and 10, cross out the badges not used.
- You must have served **six months** in (one or more) of the acceptable position(s) of responsibility **since** earning Life rank.
- Make sure to obtain all required signatures on the back of your application –your own, your unit leader, and your unit committee chair.
- A statement of your ambitions and life purposes has been attached **and** a listing of leadership positions held in your religious institution, school, camp, community, or other organizations. Include honors and awards received during this service.
- The following “Service Project information” is included in your finished binder, **typed** and legible:
 - Your original “Eagle Scout Service Project Proposal” (title page with your full legal name/the name of your project and Proposal Pages B through H) from the official *Eagle Scout Service Project Workbook*, No. 2021c, as produced by the Boy Scouts of America, and any photos or information accompanying the proposal.
 - Your completed “Eagle Scout Service Project Plan” (title page with your name/project name/planned start date/ planned completion date and Project Plan Pages A through F) from the official *Eagle Scout Service Project Workbook*, No. 2021c). If you did not complete this plan, be prepared to prove to your Eagle Scout board of review that your planning was sufficient for an Eagle Scout service project. The board of review may not recommend you for Eagle Scout rank if you cannot show that you engaged in sufficient planning for the project. A completed “Project Plan” is an easily reviewed record of your planning that you can show your board of review.
 - Your completed and signed “Eagle Scout Service Project Fundraising Application,” *if applicable*, (Fundraising Application Page A) from the official *Eagle Scout Service Project Workbook*, No. 2021c).
 - Your completed and signed “Eagle Scout Service Project Report” (title page with your name/project name/project start date/project completion date and Project Report Pages A through C) from the official *Eagle Scout Service Project Workbook*, No. 2021c, and any information or photos that go with it.
 - A copy of the email (attached to Proposal Page E) that you received from the council project approval representative who approved your service project.
- Include **two** photo copies of your completed, original Eagle application.

I have reviewed the enclosed Eagle Scout application/binder and certify that all of these checklist items have been properly addressed:

Signature of Scoutmaster: _____

Date: _____