

Eagle Scout Check List

This check list has been developed to assist you in completing your Eagle Scout requirements and the application process following the approval of your Eagle Service Project Proposal by your District Advancement Committee Eagle Advisor. *Please be aware that each Council District processes the completed Eagle Application and conducts its Eagle Board of Review according to its own unique procedure. Your Eagle Advisor will share that specific information with you. The areas of variation are noted in bold italics below.* District Advancement Committee roster contact information is available on the website. Eagle Project Proposal approvals and Boards of Review are District level functions.

Eagle Scout Service Project:

- ___ Work with your Project Beneficiary and Coach to develop your detailed project plan.
- ___ Work on your project to completion.
- ___ Get the final signatures on your Project Final Report.
- ___ ***Hold on to your Service Project Workbook and bring it to your Eagle Scout Board of Review.***

Eagle Scout Requirements:

- ___ Complete all requirements for the Eagle Scout Award:
- ___ Earn 21 Merit Badges, including the Eagle required merit badges.
- ___ Complete at least six months in a position of responsibility.
- ___ Complete your Service Project.
- ___ Have your Scoutmaster's Conference for Eagle.

THE ABOVE REQUIREMENTS MUST BE COMPLETED BEFORE YOUR 18TH BIRTHDAY.

Everything below can, if necessary, be completed after your 18th birthday. If turning in your application on your 18th birthday, your Board of Review must be completed within 90 days.

Your Eagle application does NOT have to be submitted to the council office before your 18th birthday.

Eagle Scout Rank Application:

- ___ Download the Eagle Scout Rank Application.
See <http://www.pacificarbors.org/advancement>
- ___ Fill out the Eagle Scout Rank Application using the fillable .pdf version.

Areas that most commonly have errors in submission:

References:

- ___ List all six references (five if not employed).
- ___ A religious reference is required. If not affiliated with an organized religion, the parent or guardian must provide this reference.
- ___ Use a person's name, not the name of an institution, school or company.
- ___ Provide the full mailing address, including street, city, state and zip.
- ___ Provide a good phone number.
- ___ Provide an email address.

Merit Badges:

- ___ List the 21 Merit Badges you are claiming toward the Eagle Scout rank.
- ___ Use the date on the blue card as the completion date.
- ___ List the troop number. If the merit badge was earned in a different council, write the name of

that council at the bottom of the application.

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Positions of Responsibility (Leadership):

- ___ Fill in the date of your Life Scout Board of Review.
- ___ Fill in the positions and dates of leadership. DO NOT list any date BEFORE your Life Scout Board of Review.

Service Project:

- ___ Fill in the name of your project and the total number of hours of all involved and the date the project was completed.
- ___ Fill in the date of the Scoutmaster's Conference.

Statement of Ambitions and Life Purpose:

- ___ Attach to the Eagle application the statement of ambitions and life purpose.

Signatures:

- ___ Your signature, phone number and date.
- ___ The Scoutmaster's signature, phone number and date.
- ___ The Committee Chair's signature, phone number and date.

Routing of the Eagle Scout Rank Application:

- ___ The preferred method is to carry the application, statement of ambitions, Boy Scout Handbook and blue cards to a Pacific Harbors Council office. The application will be certified and the blue cards and book will be returned to you, once the application has been verified.
The application, if correct, will be mailed to your District Advancement Rep. Please call Tracy Kapelski at 253-682-2217 x 4 to schedule your appointment to have your application verified.
Your District Advancement representative will mail Eagle reference letters to the adults you listed on your application and the letters will be returned within two weeks to your District Advancement Rep.

Board of Review:

- ___ ***You will be asked to contact your Scoutmaster and Committee Chair to schedule your Eagle Scout Board of Review for some time after the Eagle reference letters are returned.***
- ___ At the time and place, arrive in your best Scout uniform and bring your Scout handbook and ***your Service Project workbook***. Your District Advancement Rep will bring your Eagle application and the Eagle reference letters.
- ___ Have your Eagle Scout District Board of Review.
The District Advancement Rep will forward the completed Eagle application back to the Council office. They will electronically send it to the National BSA office. In about four-six weeks, you should receive a call from the council office to pick up your Eagle certificate you can purchase the Eagle Medal at the National Scout Shop or the Thunderbird Trading Post.

Eagle Scout Court of Honor:

- ___ Work with your troop committee to plan your Eagle Scout Court of Honor for any time after you receive your Eagle certificate from the council office.

**Pacific Harbors Council
Council Advancement Committee
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