

EAGLE SCOUT RANK APPLICATION CHECK LIST

Check off each item below before submitting the Application to Council

___1. Current version of the Application. It is available from NBoF or National Office websites.

___2. All information is legible. Pencil copies are not acceptable.

___3. The blue box (upper right corner) entries are completed by the **Council Registrar**.

___4. Applicant's FULL LEGAL NAME is spelled correctly.

___5. Applicant's address, phone number, and email address are complete with no abbreviations.

___6. Unit number and address are complete with no abbreviations.

___7. Date joined a Scout BSA troop. (This is usually **NOT** the Scout Badge date. It **MUST BE BEFORE** the Scout earns a merit badge. It could be the Blue & Gold Banquet date or the Arrow of Light date.)

___8. Check to make sure that there is at least:
a. 4 months for 1st Class to Star rank.
b. 6 months for Star to Life rank.

(If reaching age 17, do the math and make sure the Scout has enough time to complete the needed requirements in the time remaining.)

___9. All BSA history, merit badge, and leadership dates are taken from the online Scoutbook or Internet Advancement.

___10. Webelos Scout and Arrow of Light questions answered. (Most Scouts have **NOT** completed 5th grade when they join.

Typically, the 4th "Yes/No" question should be answered "NO.")

___11. Date of birth + 18 years = _____.

All Merit Badges, leadership, service projects, and Unit Leader conferences must be before this date.

___12. REQUIREMENT 2: References are listed on at least 5 lines. (The employer line is left blank if not employed.) A parent or guardian may be listed as "Religious."
Ensure the email addresses are correct.

___13. REQUIREMENT 3 Dates are listed as mm/dd/yy. If a Scout has transferred to NBoF from another council, get a copy of the advancement records from the other council

and give a copy to the NBoF office. For safety, include a copy in the Eagle Binder after the Application. The unearned Merit Badges in 8, 9, and 11 are boldly crossed out.

___14. REQUIREMENT 4: **While a Life Scout**, the Scout must serve **at least 6 months before the 18th birthday** in one or more of the positions listed on the Application. If there is more than 1 position, they may **not be concurrent**.

___15. REQUIREMENT 5: Ensure all personnel time is recorded from idea time through dating and signing of the Project Report page. **This date in the Report maybe after the Unit Leader conference date and may be after the Scout's 18th birthday. BUT the project completion date on the Application must be the ACTUAL completion date and must be before the Scout's 18th birthday.**

___16. REQUIREMENT 6: **Ensure all prior dates and this date on the Application are before the 18th birthday.**

___17. CERTIFICATION: Are the Scout's statements clear and have correct grammar, punctuation, and construction?

Is the Scout's name and troop number on each sheet?

___18. Applicant's signature, phone number, and date. This date may be after the 18th birthday.

___19. Unit Leader's signature, phone number, and date. This date may be after the 18th birthday.

___20. Unit Committee Chair's signature, phone number, and date. This date may be after the 18th birthday.