



EAGLE SCOUT CANDIDATE CHECKLIST

Eagle Scout Leadership and Service Project

- Candidate obtains Eagle Scout Service Project Workbook when the Scout earns the rank of Life Scout (<https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/>)
- Candidate reads the entire workbook
- Candidate provides a write-up of their Eagle Scout Service Project plans, using the Project Workbook, including a “5-Ws” presentation to brief the Beneficiary and Committee (see workbook for details)
- Prior to starting work on the Project, candidate obtains Concept approval for the Project from:
 - Beneficiary
 - Scoutmaster
 - Committee
 - District: Scout sends workbook with the other three signatures to District Advancement Chairman
Note: the District will reply to “all” on the email. This includes all people “who should be in the loop”. Approval may take up to three weeks.Approval criteria are Leadership, Service, Project Feasibility, Health and Safety considerations, Non-routine labor, Fundraising issues, Action Steps for further detailed planning
- After District approves concept, candidate steps into the detailed planning phase as outlined in the workbook

Candidate may now start the project

- Complete the Project
- Candidate completes the write-up and obtains all signatures in the Project Workbook certifying completion

Before the Eagle Scout Board of Review

- Candidate begins completing the Eagle Scout Rank Application Form (https://filestore.scouting.org/filestore/pdf/512-728_wb_fillable.pdf)
- Candidate completes Ambitions & Life Purpose Statement (Eagle Scout Rank Application Form requirement 6)
- Candidate gives names and contact details of references as listed on the Eagle Scout Rank Application Form (requirement 2) to the Troop’s Advancement Coordinator
- Troop Advancement Coordinator requests Letters of Recommendation to be sent to him/her. Troop Advancement Coordinator receives the Letters of Recommendations and delivers them directly to the Board at the Board of Review
- Troop Committee Chair, Scoutmaster and Scout sign the completed Eagle Scout Rank Application Form
- Scoutmaster and candidate complete Scoutmaster Leadership Conference
- Troop’s Advancement Coordinator emails to TAC-advancement-802@scouting.org:
 - Completed/signed Eagle Scout Rank Application Form
 - Ambitions & Life Purpose Statement
 - Completed/signed Eagle Scout Service Project Workbook
- TAC will review package. This may take up to three weeks
- TAC will send the Eagle Scout Verification letter to the Troop’s Advancement Coordinator and District Advancement Chair

Scheduling the Eagle Scout Board of Review

- After the Troop has received the Eagle Scout Verification, the Troop's Advancement Coordinator works with the District Advancement Chair to schedule an Eagle Board of Review
- Board will be 3-6 members, with at least one representative of District / Council.
- Troop informs all Board Members, Candidate, and Scoutmaster of the date, time, and location

The Eagle Scout Board of Review

- Candidate presents themselves, if possible, in full uniform. Scout and Troop provide originals of:
 - Completed/signed Eagle Scout Service Project Workbook
 - Completed/signed Eagle Scout Rank Application Form
 - Ambitions & Life Purpose Statement
 - Eagle Scout Verification (from TAC)
 - Scout BSA Handbook
 - Advancement Report (provided by Troop's Advancement Coordinator)
 - Letters of Recommendations (carried by Troop's Advancement Coordinator or Scoutmaster)
- Candidate does not need to present Merit Badges or Rank Certificates. These will be on the Advancement Report and already approved by TAC prior to the board
- Scoutmaster or designee will introduce the Candidate to the Eagle Scout Board of Review. "The unit leader may remain in the room, but only to observe, not to participate unless called upon. The number of "observers" at a board of review should otherwise be minimized. The members of the board of review, however, have the authority to exclude the unit leader or any other observers if they believe their presence will inhibit open and forthright discussion. Youth observers are not permitted in boards of review for Boy Scouting advancement. The Scout's parents, relatives, or guardians should not be in attendance in any capacity—not as members of the board, as observers, or even as the unit leader." (Guide to Advancement 2017)
- Boards of Review should last between 30-45 minutes

After the Eagle Scout Board of Review

- Once the Eagle Scout Board of Review is completed, the Troop Advancement Coordinator secures signatures of all Board Members on Eagle Scout Rank Application Form
 - All signatures must be either handwritten or digitally signed with a secure program
- The Troop Advancement Coordinator emails to council (TAC-Advancement-802@scouting.org):
 - Completed/signed Eagle Scout Rank Application Form
 - Address where the Eagle Scout Certificate and Medal should be sent to
 - An email of contact person in case of any problems, questions, etc.
- TAC will send Eagle application to the National Headquarter for approval. This might take up to three months
- Point of Contact stated above ("Send To") receives Certificate, Eagle Kit and Packet from TAC Service Center
- Once the Eagle Scout Board of Review is complete, Scout and Parents can begin coordinating and scheduling an Eagle Court of Honor with Troop Committee
- Conduct an Eagle Court of Honor. Consider inviting ranking military and civilian community members; maybe coordinate with local Public Affairs Officer

**Thank you,
Transatlantic Council Advancement Team**