



LASALLE COUNCIL – ADVANCEMENT COMMITTEE



Eagle Scout Candidate Application Checklist

All work on the Eagle Service Project **must** be done while a **Life Scout** (tenure: 6 months) and **before** the 18th birthday.

The Eagle candidate must have earned, or is about to finish earning: all **13 required and 8 elective** merit badges, which **must** be completed **before** the **18th** birthday.

	Who	What To Do
1.	<u>Applicant</u>	Download “ Eagle Scout Service Project Workbook ”. Link located at lasallecouncilbsa.org . Click on “Resources. Click on “Eagle Scouts”. Scroll down to links between the 2 pictures. Workbook is a fillable PDF – please type all information except signatures. Pages 2 through 6 - Read over completely. Contains VERY important information/instructions from National BSA. Make sure to type in all information on each ‘cover page’ with your full legal name, your Project name and date(s).
2.	<u>Applicant</u>	“ Eagle Scout Service Project Proposal ”, Proposal Pages A through E : Read all instructions and complete EVERY section (use N/A if not applicable). Sign and date the Candidate’s Promise, in the workbook on Proposal Page E .
3.	<u>Applicant</u>	<u>Discuss concept</u> of Eagle Service Project with the organization representative that will benefit from your project. Give the representative the “ Navigating the Eagle Scout Service Project -Information for the Project Beneficiaries ”. These 2 pages are found at the very back of the workbook. Have the representative sign your workbook, on Proposal page E , under “Beneficiary Approval”, also have them check the box, that they received the beneficiary information pages from you.
4.	Organization Representative	Sign and date the workbook under “Beneficiary Approval” Proposal page E , and check the box indicating you received the “ Navigating the Eagle Scout Service Project –Information for the Project Beneficiary ,” from the Eagle Candidate.
5.	<u>Applicant</u>	Discuss concept of Eagle Service Project with unit leader and unit committee. Get unit leader and unit committee signatures in workbook, on Proposal Page E , under “Unit Leader Approval” and “Unit Committee Approval”.
6.	Unit Leader and Unit Committee	Sign, date and print name in workbook on Proposal Page E , under “Unit Leader Approval” and “Unit Committee Approval”
7.	<u>Applicant</u>	Distribute a “ Confidential Evaluation – Eagle Scout Candidate ” form to each of your references. Please instruct each of your references that the “ Confidential Evaluation ” forms are to be mailed directly back to the Morris/1 st Source Service Center, 1340 South Bend Ave., South Bend, Indiana 46617. Evaluations may be emailed or faxed to the Service center. (NOT to be hand-delivered, faxed, e-mailed, or mailed to any other member of the Troop, Team, or Crew).
8.	<u>Applicant</u>	**Project MUST be approved before any supplies are purchased, money raised, or work started!!!** Make an appointment with your Eagle Board of Review chairperson for project approval. (See Eagle Scout Candidates CONTACT List - located online at Lasallecouncilbsa.org). Submit your Eagle Scout Service Project Workbook to the appropriate person for their approval of the project. Do not bring workbook to the Morris-1 st Source Service Center for approval.
9.	Eagle Board of Review Chair	Approve Eagle Scout Service Project by signing and dating workbook, on Proposal Page E under “Council or District Approval”.
10.	<u>Applicant</u>	See ‘ Fundraising Application ’ Pages A and B . Carefully read over the instructions on Page B . (NOTE: *This application is not necessary for contributions from the candidate, his parents or relatives, his unit or the chartered org, parents or members of his unit or the beneficiary). If applicable , then complete Page A “Eagle Scout Service Project Fundraising Application” prior to obtaining funds or donation of materials. Obtain signatures of Unit Leader and Project Beneficiary Representative. Submit form to your district advancement person for approval. If not applicable , put N/A or leave entire sheet blank.
11.	<u>Applicant</u>	With assistance of an Eagle Scout Service Project coach , complete section “ Eagle Scout Service Project Final Plan. ”
12.	<u>Applicant</u>	Obtain supplies, tools, and workers listed in final plan. Complete Eagle Scout Service Project. Take several before, during, and after photographs.
13.	<u>Applicant</u>	Complete all information needed for the “ Eagle Scout Service Project Report ”, Project Report Pages A – C . Make sure to include the value of donated items in your report. They cost money to purchase even if donated to the project. If using a professional (cement, excavator, etc) include what they would normally charge under normal circumstances. On Project Report Page C , sign/date under “ Candidate’s Promise ”.

	Who	What To Do
14.	Applicant	Make appointment with the beneficiary representative. Obtain signature of representative, on Project Report Page C , verifying that the project is completed to the satisfaction of the organization.
15.	Organization Representative	Sign and date "Completion Approval" under beneficiary name, on Project Report Page C .
16.	Applicant	Once your project and all merit badge requirements are complete, download the current " Eagle Scout Rank Application ". It is located at: lasallescouncilbsa.org . Click "resources". Click "Eagle Scouts". Scroll down. Link is located between the 2 pictures. Complete the form by typing in ALL information. Must be turned in with original signatures and dates signed.
17.	Applicant	Submit all pages of the Eagle Scout Service Project Workbook, all supporting materials (notes, receipts, pictures, diagrams, etc.) relating to the project, and the completed Eagle Scout Rank Application. Include your statement of ambitions/life purpose and leadership positions outside of Scouting (listed under certification of applicant).
18.	Unit Leader and Unit Committee	Review Eagle Scout Service Project workbook and Eagle Scout Rank Application . Verify completion of project and merit badge requirements. All merit badges and Eagle Service project <i>must</i> be completed before midnight the day before the youth's 18 th birthday. Sign the appropriate areas of Eagle Scout Rank Application . Only the unit leader (scoutmaster, crew advisor, varsity coach) is required to sign " Completion Approval " on Project Report Page C , in the workbook under "Unit Leader name".
19.	Applicant Parent/ Unit Leader	Submit Eagle Scout Rank Application, ALL workbook pages, pictures, and supporting documentation (in plastic sleeves in a 3 ring binder) to Morris-1 st Source Scout Service Center. Council highly recommends that the submission is before scout's 18 th birthday, as to allow for processing and for the District to schedule and conduct the Eagle Board of Review –all to be completed within 3 months after the youth's 18 th birthday.
20.	Council Service Center-Eagle Processor	Check Eagle Scout Rank Application for completeness. Verify merit badges earned. Check receipt of confidential evaluations. Check workbook for required signatures and information. Follow National's Eagle Application Route Sheet to conduct review of application. This process takes about 2-3 weeks to complete once paperwork is received. Certify application, by signature, once complete.
21.	Eagle Processor	Submit Eagle Scout Rank Application and all Eagle Scout Service Project documentation to District Advancement Chair.
22.	District Advancement or Eagle Board of Review Chair	Schedule and hold an Eagle Scout Board of Review with the youth within 3 months of 18 th birthday. Review and approve the manner in which the Eagle Scout Service project was carried out. If approved, sign Eagle Scout Rank Application. Return workbook to youth. Destroy confidential evaluations. Return Eagle Scout Rank Application to the Morris-1 st Source Scout Service Center.
23.	Eagle Processor	Submit Eagle Scout Rank Application to Scout Executive for signature.
24.	Eagle Processor	Submit Eagle Scout Rank Application electronically to National Eagle Scout Service for approval and production of credentials.
25.	National Office	Approves, prints, and sends: Eagle Scout Credentials consisting of Eagle Award Certificate, Eagle Wallet Card, and Eagle Scout Award letter, to Morris-1 st Source Scout Service Center. Allow at least 2-3 weeks after Board of Review for credentials to arrive from National.
26.	Eagle Processor	Upon receipt of Eagle Certificate from National, have congratulatory letters signed by Council President and Scout Executive. Contact the Unit Leader advising that the Eagle Certificate Packet is complete and ready for pick-up.
27.	Parent or Unit Leader	Schedule date for Eagle Court of Honor only after advised that Eagle Certificate Packet is ready for pick-up. Send out invitations. Purchase Eagle Scout presentation kit from Scout Shop. (Also, many other Eagle items are available). If desired, the Eagle light may be used for ceremony, but must be reserved from Council Office, at least 2-3 weeks in advance.
		Eagle Processor: Mary Musick 574.289.0337 ext 316 or mary.musick@scouting.org Please, do not hesitate to contact me with any questions or concerns.

8/22/17

IN ORDER TO VERIFY THAT YOU, THE APPLICANT, HAVE COMPLETELY READ AND FOLLOWED THIS CHECK LIST

Please sign: _____ **date:** _____ **Turn in with Eagle Rank Application**