

Eagle Scout Rank Application and Workbook Verification List



Complete all the required merit badges; complete an Eagle Scout Service Project; and meet the time and leadership requirements for this rank.

Use the most current **Eagle Scout Rank Application** form from www.Scoutbook.com (This will be filled in with all dates and information from Scoutbook. Make sure all information is up to date.)

-Make sure that on merit badges 7, 8 and 10 on the form, that the merit badges NOT earned are crossed out.

-Enter leadership ONLY performed as a Life Scout.

-Enter the total number of **project hours** from your Eagle Scout Service Project Workbook.

These hours include:

- (1) your time planning, discussing, or doing your project, and anyone working with you
- (2) your leader's time spent working with you on the project, and
- (3) time spent by other scouts in your Troop and any other volunteers who worked on your project. Keep track of your time in a spreadsheet format and include it in your project work papers starting with the first minute you spent on it.

References: Choose five (six if employed) people who will recommend you for the rank of Eagle Scout.

- Parent(s) or guardian(s)
- Religious/Spiritual Values (**Must Have**)
- Educational
- Non-Scout Reference
- Non-Scout Reference
- Employer (if applicable)

Fill in all Contact information on the application.

-If desired, copy and use the "Request for Letter of Reference" and provide them with a stamped envelope addressed to the Eagle Board Committee Chair.

-Your name should be on the outside of the envelope. You should request these letters at the same time you are beginning your project so that the letters will arrive in time for your application.

-All letters should be mailed to the Eagle Board Committee Chairman and include your name and Troop number.

- Have a Scoutmaster conference. Have your Scoutmaster sign and date your application.
- Have your committee chair sign and date your application.
- Submit application to Longhouse Council Office for verification prior to 18th birthday.

Write a “Statement of Ambitions”. A Single page will do.

We want you to write about yourself. Include details about your life including awards, activities, achievements, hobbies, sports, scouting memories and anything that you have done during your life inside or outside of scouting. Also, include what you hope to do in the future, i.e., college, military, work, etc. This letter should be your time to shine. Your Scoutmaster will use this in your final Scoutmaster conference, and we will use it in your final Board of Review.

Eagle Scout Service Project Workbook:

-Publicity is important to your project and Scouting. *We want you to take lots of pictures before, during and after the work on your project. You can even assign one person to be your official photographer. Contact your local newspaper(s) and on-line community news source to see if they will do an article on your project. You will be surprised at how cooperative your local resources can be. Include these pictures with your final Service Project Workbook.*

-Make sure all contact information is complete.

-Make sure that you have four signatures with dates, plus your signature and date on the Project Proposal. Place all Project paperwork into a 3-ring binder.

Submit final write-up, “Statement of Ambitions”, and Service Project Workbook to Eagle Board Chairman, placed in a 3-ring binder. (Eagle Rank Application is submitted to Council.)

-(All three sections of the Project Workbook need to be in your final Project Binder. Using page protector sleeves and having it typed make it look very professional.)

-Once the Council has verified all information on the Application, they will forward this to the Eagle Board Chairman.

-Once the Eagle Board Chairman has received your final write-up, Project Workbook and Application, they will contact you to schedule your final Board of Review.

***All Communication with the Committee Eagle Board Chairman must include a Scoutmaster or parent to conform to Youth Protection Guidelines.**