



Cardinal District

Heart of Virginia Council, BSA

EAGLE CANDIDATE CHECKLIST

This Eagle Candidate Checklist has been developed from the Guide to Advancement -2011 (BSA document #33088), the Eagle Scout Service Project Workbook, the Eagle Application and the Boy Scout Handbook to help guide the Eagle candidate toward earning the Eagle award.

The Eagle Candidate should not expect or wait for others to tell him what to do. He should "Be Prepared." Parents, regardless of Scouting affiliation, should not be directly involved. It is recommended that parents limit participation and let the Scout earn his Eagle.

A. Getting Started

- ☐ After your Life Scout Board of Review, review the "Life to Eagle" information from the Cardinal District website (<http://cardinaldistrict.net/>, click "Advancement", then click "Life to Eagle"). This link contains all of the forms and information that you, the Eagle Scout Candidate, need to get started.
- ☐ Discuss any questions about the Life to Eagle process with your unit leadership (Scoutmaster, Advancement Coordinator, Eagle Advisor, etc.).
- ☐ Review the Eagle Rank requirements #1-6 (Boy Scout Requirements, #33216, revised yearly). (Requirements 1, 2, 4, 5 and 6 may be done in any order after you have passed your Life Scout Board of Review. Requirement 3 (merit badges) may be completed before you are a Life Scout. All of these requirements must be completed before your 18th birthday.

B. Eagle Scout Service Project (ESSP) steps.

- ☐ ~~Review the self-training slides for the Eagle Scout Service Project located on the Cardinal District Advancement Life to Eagle Web-site.~~ **Not updated to 2011 Guide to Advancement.**
- ☐ Print and review the **Eagle Scout Service Project Proposal Checklist** located on the Cardinal District Advancement Life to Eagle Web-site.
- ☐ Choose an Eagle Service Project which is consistent with the guidelines for an acceptable Project. **DO NOT BEGIN ANY WORK UNTIL ALL PROJECT PROPOSAL APPROVALS HAVE BEEN OBTAINED OR YOU MAY HAVE TO START YOUR PROJECT OVER FROM THE BEGINNING!** Fill out pages 7-10 of the "Eagle Scout Service Project Workbook."
- ☐ Begin your log of planning hours and all Project-related activity.
- ☐ Secure the approval and signature of an official of the group or organization that will benefit from the project on page 10. Do this before securing any other signatures. It is recommended that you obtain a **Letter of Need** identifying the scope of the Project as well as their desire for you to do the Project.
- ☐ Secure the approval of your Unit Leader. Signature is on page 10 of the workbook.
- ☐ Present your detailed Eagle Scout Service Project Proposal to your Unit Committee. Secure the approval and signature of the Unit Committee representative on page 10 of the workbook.
- ☐ If planning on money earning activities to fund the ESSP, use the guidelines in the workbook to determine if you need to complete the ESSP Fundraising Application. If required, it must be completed and approved before doing the fundraising.
- ☐ If a Tour Plan is required, have the Unit Committee help to properly complete the permit. Contact the District Advancement Committee at: advancement@cardinaldistrict.net to request a District Representative to review your Eagle Scout Service Project proposal.



Cardinal District

Heart of Virginia Council, BSA

EAGLE CANDIDATE CHECKLIST

- ☐ Secure approval and signature of the District Representative before you begin work on the Project. Signature is on page 10 of the workbook.
- ☐ Complete the Eagle Scout Service Project Final Plan. The Final Plan is for your use and approvals are not required. Remember that what you write in the project workbook will be used by the Eagle Board of Review to determine if you have successfully met Eagle requirement #5.
- ☐ Carry out your PROJECT. Take photos, before, during, and after your Project.
- ☐ Complete the Eagle Scout Service Project Report (pages 19-20) in the Project workbook. Use blank pages as needed. This section is where you want to tell your story. The project is designed to be a learning experience so it is not expected to have everything go perfectly. Tell about what you learned, what you did well and what you could have done better. What advice would you give other scouts starting out on their projects?
- ☐ After completing the Report, sign and date the workbook on page 20. **YOU MUST COMPLETE THE PROJECT PRIOR TO YOUR 18TH BIRTHDAY.**
- ☐ Have the beneficiary representative and your Unit Leader sign Page 20 of the workbook upon completion.
- ☐ It is recommended (not required) a Letter of Completion be obtained from the beneficiary of your Project.

C. The Eagle Application (After Eagle Requirements 1-6 are completed).

ALL of Eagle Scout requirements MUST be completed BEFORE your 18th birthday! The steps below must be completed prior to your Eagle Board of Review within 90 days after your 18th birthday.

- ☐ Complete the Eagle Scout Rank Application. Refer to "Preparing and Submitting the Eagle Scout Application" training slides on the Cardinal District Web site for detailed instructions on completing the application.
- ☐ Provide names, addresses, phone numbers and Email addresses for six (five if no employer) references consisting of persons 21 years of age or older.
- ☐ Obtain recommendation letters from the references listed.
- ☐ Write (type or write legibly in ink) a statement of your ambitions and life purpose plus a listing of positions held demonstrating leadership skills (application requirement #6). Include a list of honors and awards received. This may be required for your Scoutmaster Conference.
- ☐ Sign and date the "Certification by Applicant;" this is after Requirement #6. **ALL Eagle requirements listed in your handbook MUST be completed BEFORE your 18th birthday!**

D. Obtain Signatures on Eagle Application and Have a Board of Review.



EAGLE CANDIDATE CHECKLIST

Signature of the Unit Leader (Scoutmaster, Team Leader or Crew Advisor)

- ☐ Signature of Unit Committee Chair
- ☐ The Unit Advancement Chair has the responsibility to request an Eagle Board of Review from the District Advancement Committee at: advancement@cardinaldistrict.net.
- ☐ You or the Unit Advancement Chair are to bring your completed Eagle Scout Materials (Eagle Scout Rank Application, and Eagle Scout Leadership Service Project Workbook, and any supporting documents) to your Eagle Scout Board of Review. It is recommended that you make a backup copy of the completed package of Eagle Scout Materials.
- ☐ Attend your Eagle Scout District Board of Review. **Note:** The Unit Committee / Advancement Chair must ensure that a Unit representative attends the Board. Field uniform with merit badge sash is recommended. If 18, business attire may be worn.
- ☐ After passing the Eagle Scout Board of Review, the Eagle Scout Rank Application and Eagle Scout Leadership Project Workbook are to be sent by your Unit Representative to the Council Service Center. Your Eagle Scout Leadership Service Project Workbook will be returned.
- ☐ The Heart of Virginia Council staff will review your application and sign the application for BSA LOCAL COUNCIL CERTIFICATION. The Council Scout Executive will sign your application
- ☐ The Council will record your application and forward it to National BSA for final approval. This normally takes four to six weeks.
- ☐ BSA National Office provides notification to the Council Service Center when your Eagle Application has been approved. The Council provides notification to your unit leader.
- ☐ Plan and hold your Eagle Court of Honor