

Unit Leader Check list for Eagle Applicant

This is a check list to verify the scout's Eagle packet is complete. All items should be reviewed by the Eagle Applicant and the Unit Leader to ensure each point is confirmed. This check list should be signed by the Unit leader after reviewing the applicant's materials and included with Project Binder.

- **Eagle application**--items are complete, using the fillable form or in pen. If an extension was granted, attach the approved form to the application. Place the application in the binder.
- **Recommendations**—the only reference that may be left blank is “Employer” (if the scout is not employed). For Religious, if there is no affiliation with a place of worship, a parent/guardian attests to the scout's belief in a higher power in a separate letter. In that case, add the parent/guardian's name on this line. Letters are to remain sealed and are delivered to the Eagle BOR Chairman (address below). Be sure the scout's name is added to the outside of the envelopes in case they are separated from the rest of the materials.
- **Merit Badges**—the 21 MBs listed on the application are used by the register to verify badges earned for each rank. If additional badges were earned, include a Scoutbook or other unit record of all MBs earned. In addition, include unit records such as nights camped/ miles hiked, if available, as well as other awards or training for the BOR members to reference. Place this printout in the binder.
- **Leadership position**—List position(s) held for a total of 6 months since the scout's Life BOR.
- **Eagle Project Binder**—this is the culmination of the scout's experience—reflect that achievement. Complete the workbook in ink or by using a computer. Proofread for typos or incomplete sentences. Additional sheets with photos, drawings or specifications may be inserted manually in to the document. Project Title, Scout's name and unit should be clearly visible on the cover. A picture of the project is a nice addition if appropriate.
- **Signatures** indicating Project completion, the Unit Leader conference and all MBs must be dated as completed before the scout's 18th birthday. (Exception—Project Completion, if a Request for Extension was granted.)
- **Statement of Ambitions and Life Purpose and the List of Other Leadership/Awards** received outside of scouting (as requested on the application) is included with the application in the binder.
- **Make 3 copies** of the Project Workbook, Eagle Application, Statement of Ambition & List of other Leadership/awards, Unit record (and any approved Request for Extension form, if applicable). Only pages where information was entered by the scout need to be copied—for example, leave out instructional sheets. Do not staple or put these copies into a binder. Use a clip to keep the pages together. These copies will be used by the BOR members to prepare for the BOR.
- **Confirm with the District Eagle Chair** where the items should be delivered when you are finished.

At last check with council, due to COVID restrictions it is requested that you:

EMAIL--Amy.davidson@scouting.org—scans of the Eagle Application, Statement of Ambition, List of Leadership and any approved Request for Extension

DELIVER-- Chuck Arkens, 2690 Diamond St, Hatfield, PA 19440; 215-855-5599

- ✓ Project Binder with originals of Application, Statement of Ambition, List of other leadership/awards, Unit Record, (and any approved Request for Extension)
- ✓ 3 copies of all of the above and
- ✓ 5 (if not employed) or 6 sealed envelopes with letters of recommendation

The Unit Leader for this Applicant has carefully reviewed all of the Applicant's submissions to make sure everything is in good order and reflects what would be expected for an Eagle Scout.

Unit Leader _____ Unit type/# _____ Date _____