

**Great Lakes Council, BSA  
Council Advancement Committee  
Advancement Committee Policies and Procedures**

<b>Eagle Scout Rank Application and Eagle Board of Review Checklist</b>
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This list is available for the Eagle Scout candidate and unit leaders as a crosscheck to be sure everything involving the Eagle Scout Rank Application and Eagle Board of Review has been completed.

- Print in ink or type all information.
- List full legal name (up to 30 characters only).
- List street address, city/state/zip, telephone number (including area code).
- Write full word for Troop, Team, Crew, or Ship followed by the unit number and its city/state/zip.
- Date(s) became a Boy Scout, Varsity Scout, or Venturer.
- Dates of First Class and Star boards of review (at least **four** months between).
- Cub Scout questions answered by checking yes or no.
- Date of birth (all requirements must be completed by 18<sup>th</sup> birthday).
- Date of Life Scout board of review (at least **six** months after Star board of review).
- Meets active requirement (for at least six months after Life Scout board of review).
- Names of references have been provided for each applicable category.
- A minimum of 21 merit badges have been earned.
- List the month, day, and the year the merit badges were earned as well as the unit number for each.
- Cross out badge(s) not earned for numbers 6 and 9.
- Position(s) of responsibility after Life Scout board of review are correctly noted and from approved list on the application (must total **at least 6 months**).
- Life Scout board of review date is repeated from front of the form.
- Date candidate's Eagle Scout Leadership Service Project was completed (must match the date in candidate's Eagle Scout Leadership Service Project workbook).
- Project name and grand total of hours is entered in the appropriate location on the form.
- Statement of ambitions and life purpose and listing of positions held in other organizations has been completed (**Do NOT attach to application** - it will be brought to and reviewed at the candidate's Scoutmaster Conference and Eagle Scout board of review).

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- Take part in a unit leader conference and write in date the conference was held.
- Signature and telephone number of application.
- Signature and telephone of unit leader.
- Signature and telephone of unit committee chair.
- Eagle Scout Rank Application Verification Process form has been completed (can be downloaded from the GLC Advancement Committee webpage).
- Application has been faxed, taken in, mailed, or scanned and emailed to the Registrar at one of the council service centers.
- The Registrar's signature has been affixed to the Eagle Scout Rank Application and it has been received by the unit contact.
- District Advancement Committee representative has been contacted by the adult responsible for advancement in the unit requesting a board or review date (only **after** verified application and reference letters have been received).
- Board of review is conducted.
- If approval is given, board chairperson and district representative sign the Eagle Scout Rank Application.
- If approval is given, board chairperson, members of the board, and the district representative sign the Advancement Report form.
- Reference letters are given to the district representative for destruction (reference letters are **NOT** to be shown or given to the newly recommended Eagle Scout).
- If approval is **NOT** given (board documents/requirements not met), a plan is formulated to get them accomplished if the candidate is age eligible.
- If approval is given, a unit representative will take the Advancement Report form, the verified copy of the Eagle Scout Rank Application, and the board signed Eagle Scout Rank Application to the appropriate council service center.
- Allow several weeks for credentials to return from the national office. Will be sent to the unit leader upon arrival.