



EAGLE SCOUT CANDIDATE CHECKLIST

Eagle Scout Leadership and Service Project

- Candidate obtains Eagle Scout Service Project Workbook when he earns Life Scout (<http://www.scouting.org/scoutsourc/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx>)
- Candidate reads the entire workbook
- Candidate provides a write-up of his Eagle Scout Service Project plans, using the Project Workbook, including a “5-Ws” presentation to brief the Beneficiary and Committee (see workbook for details)
- Prior to starting work on the Project, candidate obtains Concept approval for the Project from:
 - Beneficiary
 - Scoutmaster
 - Committee
 - District: Scout sends workbook with the other three signatures to District Advancements Chairman
Note: the District will reply to “all” on the email. Thus include all people “who should be in the loop” on your email). Approval may take up to three weeks.
Approval criteria are Leadership, Service, Project feasibility, Health and Safety considerations, Non-routine labor, fundraising issues, Action steps for further detailed planning
- After district approves concept, candidate steps into the detailed planning phase as outlined in the workbook

Candidate may now start the project

- Complete the Project
- Candidate completes the write-up and obtains all signatures in the Project Workbook certifying completion

Before the Eagle Scout Board of Review

- Candidate begins completing the Eagle Scout Rank Application Form (http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf)
- Candidate completes Ambitions & Life Purpose Statement (Eagle Scout Rank Application Form requirement 6)
- Candidate gives names and contact details of references he listed on the Eagle Scout Rank Application Form (requirement 2), to the Troop’s Advancement Coordinator
- Troop’s Advancement Coordinator requests Letters of Recommendation to be sent to him/her. Troop’s Advancements Coordinator receives Letters of Recommendations, holds and delivers them directly to the Board at the Board of Review
- Troop’s Committee Chair, Scoutmaster and Scout sign the completed Eagle Scout Rank Application Form
- Scoutmaster and candidate complete Scoutmaster Leadership Conference
- Troop’s Advancement Coordinator email to TAC-advancement-802@scouting.org :
 - Completed/signed Eagle Scout Rank Application Form, including
 - Ambitions & Life Purpose Statement
 - Completed/signed Eagle Scout Service Project Workbook
- TAC will review package. This may take up to three weeks.
- TAC will send the Eagle Scout Verification to the Troop’s Advancement Coordinator.

Scheduling the Eagle Scout Board of Review

- After the troop has received the Eagle Scout Verification, the troop's Advancement Coordinator request the District Advancements Chair to schedule an Eagle Board of Review
- District Advancements Chair schedules the Eagle Scout Board of Review with the help of the troop. Troop informs all Board Members, Candidate, and Scoutmaster of the date, time and location. Board will be 3-6 members, at least one representative of District / Council

The Eagle Scout Board of Review

- Candidate presents himself, if possible in full uniform. Scout and troop provide originals of:
 - Completed/signed Eagle Scout Service Project Workbook
 - Completed/signed Eagle Scout Rank Application Form
 - Ambitions & Life Purpose Statement
 - Eagle Scout Verification (from TAC)
 - Boy Scout Handbook
 - TAC Advancements Report (provided by Troop's Advancements Coordinator)
 - Letters of Recommendations (carried by Troop's Advancements Coordinator or Scoutmaster)
- Candidate does not need to present Merit Badges or Rank Certificates, these will be on the Advancements Report and already approved by TAC prior to the board.
- Scoutmaster or designee will introduce the Candidate to the Eagle Scout Board of Review. "The unit leader may remain in the room, but only to observe, not to participate unless called upon. The number of "observers" at a board of review should otherwise be minimized. The members of the board of review, however, have the authority to exclude the unit leader or any other observers if they believe their presence will inhibit open and forthright discussion. Youth observers are not permitted in boards of review for Boy Scouting advancement. The Scout's parents, relatives, or guardians should not be in attendance in any capacity—not as members of the board, as observers, or even as the unit leader." (Guide to Advancement 2017)
- Boards should last between 30-45 minutes.

After the Eagle Scout Board of Review

- Once the Eagle Scout Board of Review is completed, District Advancements Chair secures signatures of all Board Members on Advancement Form and Eagle Scout Rank Application Form
- Troop's Advancement Coordinator emails to council (TAC-advancement-802@scouting.org)
 - Completed/signed Eagle Scout Rank Application Form
 - Completed/signed Advancement Report
 - Address where the Eagle Scout Certificate and Medal should be sent to
 - An email of contact person in case of any problems, questions, etc.
- TAC will send Eagle application to the National Headquarter for approval. This might take up to three months.
- Point of Contact stated above ("Send To") receives Certificate, Eagle Kit and Packet from TAC Service Center
- Once the Eagle Scout Board of Review is complete Scout and Parents can begin coordinating and scheduling an Eagle Court of Honor with Troop Committee
- Conduct an Eagle Court of Honor. Consider inviting ranking military and civilian community members; maybe coordinate with local PAO.

**Thank you,
Transatlantic Council Advancement Team**